

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004

Annual Plan for Fiscal Year 2000

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

**PHA Plan
Agency Identification**

PHA Name: Rensselaer Housing Authority

PHA Number: NY033

PHA Fiscal Year Beginning: 01/2000

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)

- ☒ Main administrative office of the PHA
- PHA development management offices
- PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website
- Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
- PHA development management offices
- Other (list below)

5-Year Plan
PHA Fiscal Years 2000 - 2004
[24 CFR Part 903.5]

A. Mission

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

- X** The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

The PHA's mission is: (state mission here)

B. Goals

. The Rensselaer Housing Authority goals are to insure that any eligible party is afforded decent, safe, sanitary, and affordable housing. Part of our goal is to offer units in accordance with HUD Guidelines as well as offering the families we serve availability to services such as education and health to help them become self sufficient. We do this by referrals by other agencies and to other agencies within our area of jurisdiction.

HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.

PHA Goal: Expand the supply of assisted housing

Objectives:

- Apply for additional rental vouchers:
- X** Reduce public housing vacancies:
- Leverage private or other public funds to create additional housing opportunities:
- Acquire or build units or developments
- Other (list below)

PHA Goal: Improve the quality of assisted housing

Objectives:

- X** Improve public housing management: (PHAS score)
- Improve voucher management: (SEMAP score)
- X** Increase customer satisfaction:

- Concentrate on efforts to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections)
- X** Renovate or modernize public housing units:
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- X** Provide replacement vouchers:
- Other: (list below)

PHA Goal: Increase assisted housing choices

Objectives:

- X** Provide voucher mobility counseling:
- X** Conduct outreach efforts to potential voucher landlords
- Increase voucher payment standards
- Implement voucher homeownership program:
- Implement public housing or other homeownership programs:
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)

HUD Strategic Goal: Improve community quality of life and economic vitality

PHA Goal: Provide an improved living environment

Objectives:

- X** Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- X** Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- Implement public housing security improvements:
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below)

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

PHA Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

- X** Increase the number and percentage of employed persons in assisted families:
- Provide or attract supportive services to improve assistance recipients' employability:

- X** Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- X** Other: (list below)
Work as a referral agency for other agencies. (Public Assistance, work relief, project hire.

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

PHA Goal: Ensure equal opportunity and affirmatively further fair housing
Objectives:

- X** Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
- X** Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
- X** Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
Other: (list below)

Other PHA Goals and Objectives: (list below)

Annual PHA Plan
PHA Fiscal Year 2000
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

- High Performing PHA**
- X Small Agency (<250 Public Housing Units)**
Administering Section 8 Only

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

The Rensselaer Housing Authority Plan is to reduce the vacancy rate and increase collections as well as improve site appeal to attract more clients. We have revisited and redeveloped numerous plans to help us achieve goals set up by HUD.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

Table of Contents

	<u>Page #</u>
Annual Plan	
i. Executive Summary	5
ii. Table of Contents	6
1. Housing Needs	8
2. Financial Resources	13
3. Policies on Eligibility, Selection and Admissions	14
4. Rent Determination Policies	23
5. Operations and Management Policies	27
6. Grievance Procedures	28
7. Capital Improvement Needs	28
8. Demolition and Disposition	30
9. Designation of Housing	31
10. Conversions of Public Housing	32
11. Homeownership	33
12. Community Service Programs	34
13. Crime and Safety	37
14. Pets (Inactive for January 1 PHAs)	
15. Civil Rights Certifications (included with PHA Plan Certifications)	39
16. Audit	39
17. Asset Management	39
18. Other Information	40

Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **separate** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:

- X** Admissions Policy for Deconcentration NY033A01
FY 2000 Capital Fund Program Annual Statement
Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart
FY 2000 Capital Fund Program 5 Year Action Plan
Public Housing Drug Elimination Program (PHDEP) Plan
Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)

- X** Other (List below, providing each attachment name)

Maintenance plan NY033B01

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the "Applicable & On

Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Applicable Plan
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plan
	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plan
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plan
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan:
X	Most recent board-approved operating budget for the public housing program	Annual Plan:
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan:
	Public housing rent determination policies, including the methodology for setting public housing flat rents check here if included in the public housing A & O Policy	Annual Plan:
	Schedule of flat rents offered at each public housing development check here if included in the public housing A & O Policy	Annual Plan:
	Section 8 rent determination (payment standard) policies check here if included in Section 8 Administrative Plan	Annual Plan:
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan:
	Public housing grievance procedures check here if included in the public housing A & O Policy	Annual Plan:
	Section 8 informal review and hearing procedures check here if included in Section 8 Administrative Plan	Annual Plan:
	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan:
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan:
	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan:
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan:
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan:
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan:
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan:
	Approved or submitted public housing homeownership programs/plans	Annual Plan:
	Policies governing any Section 8 Homeownership program check here if included in the Section 8 Administrative Plan	Annual Plan:

	Any cooperative agreement between the PHA and the TANF agency	Annual Plan:
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan:
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan:
	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan:
	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan:
X	Troubled PHAs: MOA/Recovery Plan Troubled PHAs	
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as ne

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type

Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI			N/A				
Income >30% but <=50% of AMI			N/A				
Income >50% but <80% of AMI			N/A				
Elderly			N/A				
FFamilies with Disabilities			N/A				
Race/Ethnicity			N/A				
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

Consolidated Plan of the Jurisdiction/s

Indicate year: 1998

U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset

American Housing Survey data

Indicate year:

Other housing market study

Indicate year:

Other sources: (list and indicate year of information)

B. Housing Needs of Families on the Public Housing and Section 8

Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List

Waiting list type: (select one)

Section 8 tenant-based assistance

Public Housing

Combined Section 8 and Public Housing

Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	77		12
Extremely low income $\leq 30\%$ AMI			
Very low income ($>30\%$ but $\leq 50\%$ AMI)			
Low income ($>50\%$ but $<80\%$ AMI)			
Families with children	55		
Elderly families	3		
Families with Disabilities		5	
Race/ethnicity	54 Caucasian		
Race/ethnicity	23 Black		
Race/ethnicity			
Race/ethnicity			

Characteristics by Bedroom Size (Public Housing Only)

1BR	19
2 BR	30
3 BR	24
4 BR	04
5 BR	--
5+ BR	--

Is the waiting list closed (select one)? **X No** Yes

If yes: How long has it been closed (# of months)?

Does the PHA expect to reopen the list in the PHA Plan year? No Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? No Yes

C. Strategy for Addressing Needs

The Rensselaer Housing Authority is working on improving market appeal to entice families to want to move into housing. At the present time apartments are available, but qualified residents are not at ease with the stigma of “the Projects” Publicly working with all local agencies defending “the complex” & “the development” As to rebuild our waiting list.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

- X** Employ effective maintenance and management policies to minimize the number of public housing units off-line
- X** Reduce turnover time for vacated public housing units
- X** Reduce time to renovate public housing units
Seek replacement of public housing units lost to the inventory through mixed finance development
Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- X** Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- X** Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- X** Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
Other (list below)

Strategy 2: Increase the number of affordable housing units by:

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below)

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30 % of AMI

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- X** Adopt rent policies to support and encourage work
- Other: (list below)

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

Select all that apply

- Employ admissions preferences aimed at families who are working
- X** Adopt rent policies to support and encourage work
- Other: (list below)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below)

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- ☐ Seek designation of public housing for families with disabilities
- ☒ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- ☐ Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- ☐ Affirmatively market to local non-profit agencies that assist families with disabilities
- ☐ Other: (list below)

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

Select if applicable

- ☐ Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- ☐ Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- ☒ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- ☒ Market the section 8 program to owners outside of areas of poverty /minority concentrations
- ☐ Other: (list below)

Other Housing Needs & Strategies: (list needs and strategies below)

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- ☐ Funding constraints
- ☐ Staffing constraints
- ☐ Limited availability of sites for assisted housing
- ☐ Extent to which particular housing needs are met by other organizations in the community

- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- X** Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year.

Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses

Sources	Planned \$	Planned
Uses		
1. Federal Grants (FY 2000 grants)		
a)Public Housing Operating Fund	768,670	
b)Public Housing Capital Fund	292,562	
c)HOPE VI Revitalization		
d)HOPE VI Demolition		
e)Annual Contributions for Section 8 Tenant Based Assistance	\$401,622.	
f)Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g)Resident Opportunity and Self-Sufficiency Grants		
h)Community Development Block Grant		
i)HOME		
Other Federal Grants (list below)		
6J Technical assistance	40,000	
2. Prior Year Federal Grants (unobligated funds only) (list below)		

3. Public Housing Dwelling Rental Income

4. Other income (list below)

4. Non-federal sources (list below)

Total resources

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

(1) Eligibility

- a. When does the PHA verify eligibility for admission to public housing? (select all that apply)
- When families are within a certain number of being offered a unit: (state number)
 - When families are within a certain time of being offered a unit: (state time)
 - Other: (describe)**
Eligibility is determined at time of application. If there is more than a 6 month passing on the waiting list, information is reverified when availability arises.
- b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?
- X** Criminal or Drug-related activity
 - X** Rental history
 - X** Housekeeping
 - X** Other (describe) neighborhood disturbances
- c. **Yes** No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. **Yes** No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. Yes **No**: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

- a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- X Community-wide list
 - Sub-jurisdictional lists
 - Site-based waiting lists
 - Other (describe)
- b. Where may interested persons apply for admission to public housing?
 - X PHA main administrative office
 - PHA development site management office
 - Other (list below)
- c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**
 - 1. How many site-based waiting lists will the PHA operate in the coming year?
 - One
 - 2. Yes **No:** Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
 - If yes, how many lists?
 - 3. Yes **No:** May families be on more than one list simultaneously
 - If yes, how many lists?
 - 4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
 - X PHA main administrative office
 - All PHA development management offices
 - Management offices at developments with site-based waiting lists
 - At the development to which they would like to apply
 - Other (list below)

(3) Assignment

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)
 - One
 - Two
 - Three** or More
- b. **Yes** No: Is this policy consistent across all waiting list types?
- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

4. Admission Preferences

a. Income targeting:

Yes **No:** Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- Emergencies
- X** Overhoused
- X** Underhoused
- X** Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice: (state circumstances below)
- Other: (list below)

c. Preferences

1. Yes **No:** Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Date and Time

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet

income targeting requirements

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- ☒ The PHA-resident lease
- ☒ The PHA's Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials
- Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- ☒ At an annual reexamination and lease renewal
- ☒ Any time family composition changes
- ☒ At family request for revision
- Other (list)

(6) Deconcentration and Income Mixing

a. Yes **No**: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. Yes **No**: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

Adoption of site-based waiting lists

If selected, list targeted developments below:

Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments

If selected, list targeted developments below:

Employing new admission preferences at targeted developments

If selected, list targeted developments below:

Other (list policies and developments targeted below)

- d. Yes **No**: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?
- e. If the answer to d was yes, how would you describe these changes? (select all that apply)
- Additional affirmative marketing
 - Actions to improve the marketability of certain developments
 - Adoption or adjustment of ceiling rents for certain developments
 - Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
 - Other (list below)
- f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)
- ☒ Not applicable: results of analysis did not indicate a need for such efforts
List (any applicable) developments below:
- g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)
- ☒ Not applicable: results of analysis did not indicate a need for such efforts
List (any applicable) developments below:

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- ☒ Criminal or drug-related activity only to the extent required by law or regulation
- Criminal and drug-related activity, more extensively than required by law or regulation
- More general screening than criminal and drug-related activity (list factors below)
- Other (list below)
- b. Yes: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

- c. No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
 - Criminal or drug-related activity
 - Other (describe below)

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
 - ☒ None
 - Federal public housing
 - Federal moderate rehabilitation
 - Federal project-based certificate program
 - Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
 - ☒ PHA main administrative office
 - Other (list below)

(3) Search Time

- a. **Yes:** Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

Families needing a four bedroom normally need more time to be housed due to lack of large enough housing in this area. Most four bedrooms are houses, not apartments.

(4) Admissions Preferences

- a. Income targeting

No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

- b. Preferences

1.**No:** Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to

subcomponent (5) Special purpose section 8 assistance programs)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Date and Time

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction

Those enrolled currently in educational, training, or upward mobility programs
Households that contribute to meeting income goals (broad range of incomes)
Households that contribute to meeting income requirements (targeting)
Those previously enrolled in educational, training, or upward mobility programs
Victims of reprisals or hate crimes
Other preference(s) (list below)

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)
Date and time of application
Drawing (lottery) or other random choice technique
5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one)
This preference has previously been reviewed and approved by HUD
The PHA requests approval for this preference through this PHA Plan
6. Relationship of preferences to income targeting requirements: (select one)
The PHA applies preferences within income tiers
Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

- a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)
X The Section 8 Administrative Plan
Briefing sessions and written materials
Other (list below)
- b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?
X Through published notices
Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

(1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- ☒ **X** The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

\$0

\$1-\$25

☒ **X** \$26-\$50

2. Yes **No**: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

c. Rents set at less than 30% than adjusted income

1. Yes **No**: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

- d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

For the non-reimbursed medical expenses of non-disabled or non-elderly families

Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

☒ Yes for all developments

Yes but only for some developments

2. For which kinds of developments are ceiling rents in place? (select all that apply)

☒ For all developments

For all general occupancy developments (not elderly or disabled or elderly only)

For specified general occupancy developments

For certain parts of developments; e.g., the high-rise portion

For certain size units; e.g., larger bedroom sizes

Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

Market comparability study

☒ Fair market rents (FMR)

95th percentile rents

75 percent of operating costs

100 percent of operating costs for general occupancy (family) developments

Operating costs plus debt service

The "rental value" of the unit
Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)
 - Never
 - At family option
 - ☒ Any time the family experiences an income increase
 - Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
 - ☒ Other (list below)
 - Any time there is a change in family composition.
- g. Yes **No**: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)
 - The section 8 rent reasonableness study of comparable housing
 - Survey of rents listed in local newspaper
 - Survey of similar unassisted units in the neighborhood
 - Other (list/describe below)

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies.

- a. What is the PHA's payment standard? (select the category that best describes your standard)
 - ☒ At or above 90% but below 100% of FMR

100% of FMR

Above 100% but at or below 110% of FMR

Above 110% of FMR (if HUD approved; describe circumstances below)

- b. If the payment standard is lower than FMR, why has the PHA selected this standard?
(select all that apply)

FMRs are adequate to ensure success among assisted families in the PHA's
segment of the FMR area

- ☒ The PHA has chosen to serve additional families by lowering the payment
standard

- ☒ Reflects market or submarket
Other (list below)

- c. If the payment standard is higher than FMR, why has the PHA chosen this level?
(select all that apply)

FMRs are not adequate to ensure success among assisted families in the PHA's
segment of the FMR area

Reflects market or submarket

To increase housing options for families

Other (list below)

- d. How often are payment standards reevaluated for adequacy? (select one)

- ☒ Annually

Other (list below)

- e. What factors will the PHA consider in its assessment of the adequacy of its payment
standard? (select all that apply)

- ☒ Success rates of assisted families

Rent burdens of assisted families

Other (list below)

(2) Minimum Rent

- a. What amount best reflects the PHA's minimum rent? (select one)

\$0

\$1-\$25

- ☒ \$26-\$50

- b. Yes **No**: Has the PHA adopted any discretionary minimum rent hardship exemption
policies? (if yes, list below)

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

☐ An organization chart showing the PHA's management structure and organization is attached.

☒ A brief description of the management structure and organization of the PHA follows:

Board of Commissioners composed of 7 persons 5 members appointed by the Mayor of the City , 2 tenant commissioners elected by the residents. Executive Director, 4 Clerical and 3 Maintenance staff.

B. HUD Programs Under PHA Management

- List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	146	+20
Section 8 Vouchers	59	+6
Section 8 Certificates	33	
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		

Other Federal Programs(list individually)

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

See Attachment

(2) Section 8 Management: (list below)

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

A. Public Housing

1. **Yes** No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- X** PHA main administrative office
PHA development management offices
Other (list below)

B. Section 8 Tenant-Based Assistance

1. **No**: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- X** PHA main administrative office
Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and

may skip to Component 8.

A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

(2) Optional 5-Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **or** by completing and attaching a properly updated HUD-52834.

- a. Yes **No**: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund?
(if no, skip to sub-component 7B)

- b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- Yes **No:** a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
- b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)

Revitalization Plan under development
 Revitalization Plan submitted, pending approval
 Revitalization Plan approved
 Activities pursuant to an approved Revitalization Plan underway

- Yes **No:** c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
 If yes, list development name/s below:

- Yes **No:** d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
 If yes, list developments or activities below:

- Yes **No:** e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
 If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. Yes **No:** Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If "No", skip to component 9; if "yes", complete one activity description for each development.)

2. Activity Description

- Yes No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If "yes", skip to component 9. If "No", complete the Activity Description table)

below.)

Demolition/Disposition Activity Description

- 1a. Development name: 1b. Development (project) number:
2. Activity type: Demolition Disposition
3. Application status (select one) Approved Submitted, pending approval Planned application
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)
5. Number of units affected:
6. Coverage of action (select one) Part of the development Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. Yes **No:** Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If "No", skip to component 10. If "yes", complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)
2. Activity Description
Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 10. If "No", complete the Activity Description table below.

Designation of Public Housing Activity Description

- 1a. Development name: 1b. Development (project) number:
2. Designation type: Occupancy by only the elderly Occupancy by families with disabilities Occupancy by only elderly families and families with disabilities
3. Application status (select one) Approved; included in the PHA's Designation Plan Submitted, pending approval Planned application

4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)
5. If approved, will this designation constitute a (select one) New Designation Plan
Revision of a previously-approved Designation Plan?
6. Number of units affected:
7. Coverage of action (select one) Part of the development Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

1. Yes **No:** Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)
2. Activity Description
 Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

Conversion of Public Housing Activity Description

- 1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? Assessment underway Assessment results submitted to HUD Assessment results approved by HUD (if marked, proceed to next question) Other (explain below)
3. Yes No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status)
 Conversion Plan in development Conversion Plan submitted to HUD on: (DD/MM/YYYY) Conversion Plan approved by HUD on: (DD/MM/YYYY)
 Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) Units addressed in a pending or approved demolition application (date submitted or approved: Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:) Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:) Requirements no longer applicable: vacancy rates are less than 10

percent Requirements no longer applicable: site now has less than 300 units Other:
(describe below)

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. Yes **No**: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If "No", skip to component 11B; if "yes", complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

- Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If "yes", skip to component 12. If "No", complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)

- 1a. Development name: 1b. Development (project) number:
2. Federal Program authority: HOPE I 5(h) Turnkey III Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) Approved; included in the PHA's Homeownership Plan/Program Submitted, pending approval Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission:

(DD/MM/YYYY)

5. Number of units affected:

6. Coverage of action: (select one) Part of the development Total development

B. Section 8 Tenant Based Assistance

1. Yes **No**: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If "No", skip to component 12; if "yes", describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

Yes No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

25 or fewer participants

26 - 50 participants

51 to 100 participants

more than 100 participants

b. PHA-established eligibility criteria

Yes No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (I)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

Yes **No:** Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? DD/MM/YY

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- ☒ Client referrals
- ☒ Information sharing regarding mutual clients (for rent determinations and otherwise)
- ☒ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
 - Jointly administer programs
 - Partner to administer a HUD Welfare-to-Work voucher program
 - Joint administration of other demonstration program
 - Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- Public housing rent determination policies
- Public housing admissions policies
- Section 8 admissions policies
- Preference in admission to section 8 for certain public housing families
- Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- Preference/eligibility for public housing homeownership option participation
- Preference/eligibility for section 8 homeownership option participation
- Other policies (list below)

b. Economic and Social self-sufficiency programs

Yes **No:** Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If "yes", complete the following table; if "no" skip to sub-component 2, Family Self Sufficiency Programs. The

position of the table may be altered to facilitate its use.)

Services and Programs

Program Name & Description (including location, if appropriate) Estimated Size Allocation Method
(waiting list/random selection/specific criteria/other) Access (development office / PHA main office / other
provider name) Eligibility (public housing or section 8 participants or both)

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation

Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number
Public Housing		
Section 8		

- b. Yes No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?
If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
 - ☒ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
 - Informing residents of new policy on admission and reexamination
 - Actively notifying residents of new policy at times in addition to admission and reexamination.
 - ☒ Establishing or pursuing a cooperative agreement with all appropriate TANF

agencies regarding the exchange of information and coordination of services
Establishing a protocol for exchange of information with all appropriate TANF agencies
Other: (list below)

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

High incidence of violent and/or drug-related crime in some or all of the PHA's developments
High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
Residents fearful for their safety and/or the safety of their children
X Observed lower-level crime, vandalism and/or graffiti
People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
Other (describe below)

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

X Safety and security survey of residents
Analysis of crime statistics over time for crimes committed "in and around" public housing authority
Analysis of cost trends over time for repair of vandalism and removal of graffiti
X Resident reports
X PHA employee reports
Police reports
Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
Other (describe below)

3. Which developments are most affected? (list below)

Both equally. Low level crime throughout the city.

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake:

(select all that apply)

Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities

Crime Prevention Through Environmental Design

Activities targeted to at-risk youth, adults, or seniors

Volunteer Resident Patrol/Block Watchers Program

X Other (describe below)

Security Cameras .

Working on a cooperative agreement with the local police agency.

2. Which developments are most affected? (list below)

Both Equally

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan

X Police provide crime data to housing authority staff for analysis and action

Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)

X Police regularly testify in and otherwise support eviction cases

Police regularly meet with the PHA management and residents

Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services

X Other activities (list below)

Encouragement of staff and residents to report suspicious activity and crime.

2. Which developments are most affected? (list below)

Both equally.

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

Yes **No:** Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?

Yes **No:** Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?

Yes **No:** This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. **Yes** No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. **Yes** No: Was the most recent fiscal audit submitted to HUD?
3. Yes **No**: Were there any findings as the result of that audit?
4. Yes No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? _____
5. Yes No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1. **Yes** No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
 - Not applicable
 - Private management
 - Development-based accounting
 - Comprehensive stock assessment
 - X** Other: (list below)

Investments of reserve funds

Locating grants offered by other agencies.

3. Yes **No**: Has the PHA included descriptions of asset management activities in the optional Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. Yes **No**: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
Attached at Attachment (File name)
Provided below:
3. In what manner did the PHA address those comments? (select all that apply)
Considered comments, but determined that no changes to the PHA Plan were necessary.
The PHA changed portions of the PHA Plan in response to comments
List changes below:

Other: (list below)

B. Description of Election process for Residents on the PHA Board

1. Yes **No**: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. **Yes** No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)
3. Description of Resident Election Process
All residents 18 years of age or older are eligible to participate. Nominations are gathered and put out for formal election process.
- a. Nomination of candidates for place on the ballot: (select all that apply)
- X** Candidates are nominated by resident and assisted family organizations
 - X** Candidates could be nominated by any adult recipient of PHA assistance
 - X** Self-nomination:
 - X** Candidates registered with the PHA and requested a place on ballot

Other: (describe)

b. Eligible candidates: (select one)

- Any recipient of PHA assistance
- ☒ Any head of household receiving PHA assistance
- ☒ Any adult recipient of PHA assistance
- ☒ Any adult member of a resident or assisted family organization
- Other (list)

c. Eligible voters: (select all that apply)

- ☒ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- Representatives of all PHA resident and assisted family organizations
- Other (list)

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: (City of Rensselaer)

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.

The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.

The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.

Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

Other: (list below)

City Consolidated Plan outdated. Currently working with the agency on their new plan

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

The city supports the PHA Plan with the need for upgrading existing housing throughout their jurisdiction to allow for the ability to supply the residents with decent safe and affordable housing.

D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

Attachments

Use this section to provide any additional attachments referenced in the Plans.

PHA Plan Table Library

Component 7 Capital Fund Program Annual Statement Parts I, II, and II

Annual Statement

Capital Fund Program (CFP) Part I: Summary Capital Fund Grant Number
FFY of Grant Approval: (09/1999) Original Annual Statement

Line No.	Summary by Development Account	Total Estimated
	Cost	
	Total Non-CGP Funds	
2		
3	1408 Management Improvements	
	1410 Administration	
5		
6	1415 Liquidated Damages	
	1430 Fees and Costs	\$ 25,000
	1440 Site Acquisition	
9		79,000
10		62,000
11		
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
	1485 Demolition	
15		
16	1492 Moving to Work De	
17	1495.1 Relocation Costs	
	1498 Mod Used for Development	
19		
20	Amount of Annual Grant (Sum of lines 2-19)	
	Amount of line 20 Related to LBP Activities	
22		iance
23		
24	Amount of line 20 Related to Energy Conservation Measures	

Annual Statement

Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities

NY033 1 John H. Warden Apts.

NY033 2 Patroon's Dorp Apts.

General Description of Major Work Categories

Repair and replacement of 20 and 30 year old roofs, concrete sidewalks and ramps, drainage system and hot water heaters.

Development Account Number Total Estimated Cost

NY 033-1	1450	49,000
	1460	47,900
	1470	81,200

NY033-2	14 50	30,000
	1460	15,000
	1470	44,451

Annual Statement

Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA-Wide Activities

NY033-1 & NY033-2

All Funds Obligated

02/01

All Funds Expended (Quarter Ending Date)

03/02

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables

Development Number Development Name NY033 - PHA wide)

Number Vacant Units 2.74% Vacancies in Development

Description of Needed Physical Improvements or Management Improvements

Estimated Cost
(HA Fiscal Year)

Planned Start Date

Total estimated cost over next 5 years

Optional Public Housing Asset Management Table

See Technical Guidance for instructions on the use of this table, including information to be provided.

Public Housing Asset Management

Development Identification

Name, Number, and Location Number and Type of units
Parts II and III *Component 7a* Development Activities *Component 7b*
Component 8 Designated housing *Component 9*
10 Home- ownership *Component 11a*
Component 17

Capital Fund Program
Demolition / disposition
Conversion *Component*
Other (describe)

STATEMENT OF POLICIES GOVERNING ADMISSION TO
AND CONTINUED OCCUPANCY OF LOW AND
MODERATE INCOME HOUSING DEVELOPMENTS
OPERATED BY THE RENSSELAER HOUSING AUTHORITY

Approved
SEPTEMBER 1, 1989

Updated
DECEMBER 7, 1999

TABLE OF CONTENTS

INTRODUCTION

I.	ELIGIBILITY FOR ADMISSION
1-1	FAMILY ELIGIBILITY
1-2	INCOME ELIGIBILITY
1-3	ADMISSION STANDARDS
II.	APPLICATION FOR ADMISSION
2-1	APPLICATION PROCEDURES
2-2	DETERMINATION OF ELIGIBILITY
2-3	NOTIFICATION OF APPLICANTS
2-4	APPEAL OF INELIGIBILITY
2-5	WAITING LIST OF APPLICANTS
2-6	VERIFICATION OF INFORMATION
III.	SELECTION AND ASSIGNMENT PLANS
3-1	SELECTION CRITERIA
3-2	PRIORITIES
3-3	RESIDENT ASSIGNMENT PLANS
3-4	OCCUPANCY STANDARDS
IV.	RENTS
4-1	GROSS RENT
4-2	MINIMUM RENT
4-3	MAXIMUM RENT
4-4	WELFARE RENT
4-5	CONTRACT RENT
4-6	SECURITY DEPOSITS
V.	LEASING OF DWELLING UNITS
5-1	PRE-LEASE APARTMENT INSPECTION
5-2	LEASE AGREEMENTS
5-3	TRANSFER POLICY

VI. CONTINUED OCCUPANCY RE-EXAMINATION

- 6-1 GENERAL CONDITIONS FOR CONTINUED
OCCUPANCY
- 6-2 RE-EXAMINATIONS
- 6-3 SPECIAL RE-EXAMINATIONS
- 6-4 INTERIM ADJUSTMENTS IN RENT
- 6-5 SCHEDULE FOR CHANGES IN RENT
- 6-6 NECESSARY CHANGE IN SIZE OF UNIT

VII. EVICTIONS

- 7-1 SUMMARY PROCEEDING
- 7-2 ADEQUATE NOTICE TO VACATE
- 7-3 WRITTEN RECORD OF EVICTION

VII. DEFINITION OF TERMS

- 8-1 DISABLED PERSON
- 8-2 DISPLACED FAMILY
- 8-3 ELDERLY FAMILY
- 8-4 FAMILY
- 8-5 DEPENDENT
- 8-6 FULL TIME STUDENT
- 8-7 HANDICAPPED PERSON
- 8-8 HANDICAPPED ASSISTANCE EXPENSES
- 8-9 HEAD OF HOUSEHOLD
- 8-10 SINGLE PERSON
- 8-11 SPOUSE
- 8-12 UTILITIES
- 8-13 NET FAMILY ASSETS
- 8-14 LIVE-IN AIDE
- 8-15 TOTAL FAMILY INCOME
- 8-16 ANNUAL INCOME
- 8-17 NET FAMILY INCOME
- 8-18 TENANT RENT
- 8-19 TOTAL TENANT PAYMENT
- 8-20 LOWER INCOME FAMILY
- 8-21 VERY LOW INCOME FAMILY
- 8-22 SUBSTANDARD HOUSING
- 8-23 HOMELESS FAMILY

8-24 PAYING IN EXCESS OF 50% OF INCOME
FOR RENT

INTRODUCTION

THE PROCEDURES CONTAINED IN THIS POLICY REFLECT ALL CONDITIONS GOVERNING ELIGIBILITY, ADMISSION, CONTINUED OCCUPANCY, LEASE TERMINATIONS AND EVICTIONS TO ALL HOUSING DEVELOPMENTS OPERATED BY THE RENSSELAER HOUSING AUTHORITY.

THE OCCUPANCY POLICIES AND PROCEDURES OF THE RENSSELAER HOUSING AUTHORITY HAVE BEEN ESTABLISHED SO AS TO:

1. AVOID CONCENTRATIONS OF THE MOST ECONOMICALLY AND SOCIALLY DEPRIVED FAMILIES WITHIN ANY OF THE AUTHORITIES DEVELOPMENTS.
2. PRECLUDE ADMISSION OF APPLICANTS WHOSE HABITS AND PRACTICES REASONABLY MAY BE EXPECTED TO HAVE A DETRIMENTAL EFFECT ON A DEVELOPMENT AND ITS RESIDENTS.
3. ATTAIN WITHIN REASONABLE PERIOD OF TIME, A RESIDENT BODY IN EACH DEVELOPMENT COMPOSED OF FAMILIES WITH A BROAD RANGE OF INCOMES AND RENT PAYING ABILITIES GENERALLY REPRESENTATIVE OF THE RANGE OF INCOMES OF LOW-INCOME FAMILIES IN THE AUTHORITY'S AREA OF OPERATION.
4. ATTAIN AND MAINTAIN A RACIALLY INTEGRATED RESIDENT POPULATION WITHIN EACH OF THE AUTHORITY'S DEVELOPMENTS.

THE RENSSELAER HOUSING AUTHORITY IS DEVOTED TO PROVIDING SAFE AND DECENT HOUSING TO FAMILIES AND MAINTAINING HEALTHY COMMUNITY ENVIRONMENTS IN WHICH ITS RESIDENTS CAN LIVE. THE RENSSELAER HOUSING AUTHORITY SHALL NOT DENY TO ANY FAMILY THE OPPORTUNITY FOR SUCH HOUSING, NOR DENY TO ANY APPLICANT FOR A DWELLING SUITABLE TO ITS NEEDS, BASED ON RACE, COLOR, NATIONAL ORIGIN, RELIGION, CREED, SEX, AGE OR HANDICAP.

SECTION 1 - ELIGIBILITY FOR ADMISSION

THIS AUTHORITY WILL ADMIT AS RESIDENTS OF LOW AND MODERATE INCOME DEVELOPMENTS, ONLY THOSE APPLICANTS WHO, AT THE TIME OF ADMISSION;

1-1 QUALIFY AS

- A. FAMILY OF TWO OR MORE PERSONS WHO DEMONSTRATE A FAMILY TYPE RELATIONSHIP OR (SEE SECTION 8-4, DEFINITION OF TERMS.)
- B. SINGLE PERSON WHO IS
 - 1. 62 YEARS OF AGE OR OLDER; OR
 - 2. DISABLED WITHIN THE MEANING OF SECTION 223 OF THE SOCIAL SECURITY ACT; OR
 - 3. DISABLED WITHIN THE MEANING OF SECTION 102 (5) OF THE DEVELOPMENTAL DISABILITIES SERVICES AND FACILITIES CONSTRUCTION AMENDMENT OF 1970; OR
 - 4. HANDICAPPED WITHIN THE MEANING OF SECTION 3 OF THE HOUSING ACT OF 1937, AMENDED THROUGH 1980; OR
 - 5. DISPLACED OR ABOUT TO BE DISPLACED BY GOVERNMENT ACTION OR URBAN RENEWAL; OR
- C. TWO OR MORE ELDERLY, DISABLED, OR HANDICAPPED PERSONS LIVING TOGETHER, OR ONE OR MORE SUCH PERSON LIVING WITH ANOTHER PERSON WHO IS DETERMINED TO BE ESSENTIAL TO HIS/HER CARE OR WELL BEING; OR
- D. ALL OTHER SINGLE PERSONS WILL BE ELIGIBLE FOR ADMISSION IF
 - 1. A SPECIFIED DEVELOPMENT IS EXPERIENCING SUSTAINED VACANCIES; OR
 - 2. UNITS ARE DETERMINED UNSUITABLE FOR ELDERLY, HANDICAPPED OR DISABLED RESIDENTS DUE TO DESIGN OR LOCATION; AND
 - 3. NO OTHER TENANTS ARE AVAILABLE.
 - 4. HUD AUTHORIZATION HAS BEEN PROVIDED FOR A PARTICULAR DEVELOPMENT AS PER SECTION 912.3 OF THE FEDERAL REGULATIONS; AND

1-2 WHO'S TOTAL FAMILY INCOME, DOES NOT EXCEED THE APPLICABLE INCOME LIMIT FOR ADMISSION AS SET FORTH IN EXHIBIT A.

1-3 ADMISSION STANDARDS

THE AUTHORITY IS SEEKING AS RESIDENTS, PERSONS WHO HAVE TIMELY RENT PAYMENT HABITS, GOOD LANDLORD RECOMMENDATIONS, STABLE

FAMILY RELATIONSHIPS, GOOD HOUSEKEEPING HABITS AND RESPECT FOR OTHER RESIDENTS LIVING IN THE COMMUNITY.

THE AUTHORITY'S APPLICATION PROCESS REQUIRES EACH APPLICANT TO BE SCREENED SO AS TO INSURE THEIR COMPLIANCE WITH ADMISSION STANDARDS. AT THE TIME OF APPLICATION, THE APPLICANT WILL BE NOTIFIED OF A REQUIRED HOME VISIT TO THEIR PRESENT PLACE OF RESIDENCE. EACH APPLICATION WILL BE REVIEWED BY THE AUTHORITY AND A DETERMINATION WILL BE MADE AS TO THE DESIRABILITY OF THE APPLICANT AS A RESIDENT OF AN AUTHORITY DEVELOPMENT.

A. HOME VISITS

PRIOR TO THE APPROVAL OF AN APPLICATION, HOME VISITS WILL BE PERFORMED BY AN AUTHORITY REPRESENTATIVE. THE HOME VISIT WILL EVALUATE THE GENERAL HOUSEKEEPING HABITS OF THE FAMILY. ITEMS TO BE CHECKED WILL INCLUDE, BUT ARE NOT LIMITED TO, NEATNESS, FOOD STORAGE, TRASH REMOVAL, CONDITION OF PRESENT FURNITURE, VERMIN, EVIDENCE OF PETS AND ADDITIONAL RESIDENTS WHO MAY NOT BE LISTED ON THE APPLICATION.

THE HOME VISIT WILL ALSO TAKE INTO CONSIDERATION THE PHYSICAL CONDITION OF THE BUILDING WHICH COULD BE FURTHER EVIDENCE OF THE FAMILY'S NEED FOR PREFERENTIAL HOUSING STATUS.

AN UNSATISFACTORY HOME VISIT WILL RESULT IN THE CLOSE OUT OF THE APPLICATION. IN ORDER TO RE-ESTABLISH THE APPLICATION ON AN ACTIVE BASIS, THE FAMILY MAY RE-APPLY FOR HOUSING AFTER THREE MONTHS OF THE CLOSE OUT DATE, PENDING APPROVAL BY THE AUTHORITY AFTER A SECOND HOME VISIT.

C. CRITERIA IN DETERMINING ELIGIBILITY

SPECIFIC CRITERIA HAVE BEEN SELECTED BY WHICH A PERSON'S DESIRABILITY WILL BE EVALUATED. FAMILIES MAY BE DENIED ADMISSION IF SUCH ADMISSION WOULD PROVE HARMFUL OR DETRIMENTAL TO A DEVELOPMENT OR ITS RESIDENTS. UPON RECEIPT OF UNFAVORABLE INFORMATION, CONSIDERATION SHALL BE GIVEN TO CHANGES IN THE FAMILIES OR FAMILY MEMBER'S PATTERN OF BEHAVIOR EVIDENCED BY A LAPSE OF YEARS SINCE AN OFFENSE, REHABILITATION, THE APPLICANT'S FAMILY PARTICIPATION IN SOCIAL SERVICE OR OTHER APPROPRIATE COUNSELING SERVICES OR TO OTHER EXTENUATING CIRCUMSTANCES WHICH MIGHT INDICATE THAT THE FAMILY IS ABLE TO MEET THE AUTHORITIES ADMISSION STANDARDS.

CRITERIA TO BE CONSIDERED INCLUDE, BUT ARE NOT LIMITED TO:

1. INTENTIONALLY FALSIFYING AN APPLICATION FOR HOUSING INCLUDING GIVING FALSE INFORMATION REGARDING FAMILY INCOME, SIZE, UTILIZATION OF AN "ALIAS" ON THE APPLICATION FOR HOUSING OR THE COMMISSION OF AN ACT OF FRAUD IN PROCESSING OR ATTEMPTING TO OBTAIN A TENANCY. THE APPLICANT SHALL NOT BE PERMITTED TO REAPPLY FOR A PERIOD OF NOT LESS THAN ONE YEAR.
2. APPLICANT'S PAST PERFORMANCE IN MEETING FINANCIAL OBLIGATIONS; ESPECIALLY RENT
3. UNSANITARY OR HAZARDOUS HOUSEKEEPING INCLUDES THE CREATION OF A FIRE HAZARD THROUGH ACTS SUCH AS HOARDING OF RAGS, PAPERS AND IMPROPERLY HANDLED FLAMMABLE CHEMICALS; SEVERE DAMAGE TO PREMISES AND EQUIPMENT; CONDITIONS CLEARLY MADE BY THE FAMILIES IRRESPONSIBILITY WHICH ARE SERIOUSLY AFFECTING NEIGHBORS BY CAUSING ODORS, DEPOSITING GARBAGE IN HALLWAYS; OR SERIOUS NEGLECT OF THE PREMISES. THIS CRITERIA WOULD EXCLUDE FAMILIES WHOSE HOUSEKEEPING IS FOUND TO BE SUPERFICIALLY UNCLEAN OR TO LACK ORDERLINESS WHERE SUCH CONDITIONS DO NOT CREATE A PROBLEM FOR NEIGHBORS.
4. UNFAVORABLE MEDICAL EVALUATION INCLUDES PERSONS WITH A NEGATIVE PHYSICAL EVALUATION INDICATING UNSTABLE BEHAVIOR OR CONDITIONS WHICH MIGHT PREVENT THE APPLICANT'S ABILITY TO INDEPENDENTLY MAINTAIN HIS/HER APARTMENT AND/OR WHICH INDICATES A HAZARD TO OTHER INDIVIDUALS LIVING IN THE BUILDING CONSIDERATION WILL BE GIVEN TO PRE-ARRANGED ASSISTANCE FOR AN APPLICANT PROVIDED BY RELATIVES OR COMMUNITY SERVICES AND SUBMITTED TO THE AUTHORITY IN WRITING.
5. ABANDONMENT OF A PUBLIC HOUSING UNIT WITHOUT ADVISING THE HOUSING AUTHORITY OFFICIALS SO THAT STAFF MAY SECURE THE UNIT TO PROTECT ITS PROPERTY
6. RECORD OF SERIOUS DISTURBANCES OF NEIGHBORS, DISREGARD FOR RULES OF OCCUPANCY AND RIGHTS OF OTHERS, DESTRUCTION OF PROPERTY OR OTHER DISRUPTIVE OR DANGEROUS BEHAVIOR. CONSISTS

OF PATTERNS OF BEHAVIOR WHICH ENDANGER THE LIFE, SAFETY, NEGLIGENCE, OR IRRESPONSIBILITY, WHICH DAMAGE THE EQUIPMENT OR PREMISES IN WHICH THE APPLICANT RESIDES; OR WHICH ARE SERIOUSLY DISTURBING TO NEIGHBORS OR DISRUPT SOUND FAMILY OR COMMUNITY LIFE, INDICATING THE APPLICANT'S INABILITY TO ADAPT TO LIVING IN A MULTI-FAMILY SETTING. THIS ALSO INCLUDES THE NEGLECT OF

CHILDREN WHICH ENDANGER THEIR HEALTH, SAFETY OR WELFARE; HARBORING OF UNREGISTERED WEAPONS IN HOME, JUDICIAL TERMINATION OF TENANCY IN PREVIOUS HOUSING ON THE GROUNDS OF NUISANCE OR OBJECTIONABLE CONDUCT, OR ALCOHOLISM, OR FREQUENT LOUD PARTIES, WHICH HAVE RESULTED IN SERIOUS DISTURBANCES TO NEIGHBORS.

7. HISTORY OF RECENT SERIOUS CRIMINAL ACTIVITY INCLUDES CASES IN WHICH A MEMBER OF A FAMILY WHO IS EXPECTED TO RESIDE IN THE HOUSEHOLD WAS OR IS ENGAGED IN PROSTITUTION, SALE OF NARCOTICS, OR OTHER SERIOUS CRIMINAL ACTIVITY PROVIDED THAT INVOLVEMENT SHALL NOT BE A GROUND FOR INELIGIBILITY IF IT OCCURRED MORE THAN FIVE YEARS PRIOR TO DATE OF APPLICATION.

8. PATTERN OF VIOLENT BEHAVIOR INCLUDES EVIDENCE OF CONFIRMED DRUG ADDICTION SUCH AS A RECORD OF MORE THAN ONE ARREST FOR POSSESSION OR USE OF HEROIN OR OTHER NARCOTICS OR REPORTS FROM A PROBATION OFFICER, A SOCIAL AGENCY, OR THE FAMILY ITSELF TO THE EFFECT THAT THE INDIVIDUAL IS ADDICTED. IN CASES WHERE THE CONFIRMED ADDICT IS UNDERGOING FOLLOW-UP TREATMENT BY A PROFESSIONAL AGENCY AFTER DISCHARGE FROM AN INSTITUTION, THE APPLICANT SHALL NOT BE CONSIDERED INELIGIBLE.

9. RAPE OR SEXUAL DEVIATION INCLUDING INDIVIDUALS WHO HAVE ADMITTED OR BEEN CONVICTED OF RAPE, INDECENT EXPOSURE, SODOMY, CARNAL ABUSE AND IMPAIRING THE MORALS OF A MINOR. EXCEPTION IS PERMITTED IN THE CASE OF AN INDIVIDUAL WHO WAS UNDER 16 YEARS OF AGE WHEN HE/SHE WAS INVOLVED IN SUCH OFFENSE AND EVIDENCE FROM A RELIABLE SOURCE SHOWING THAT THIS INDIVIDUAL MAY BE CONSIDERED REHABILITATED.

10. INITIATING THREATS OR BEHAVING IN A MANNER INDICATING AN INTENT TO ASSAULT EMPLOYEES OR OTHER TENANTS OF THE HOUSING AUTHORITY.

APPLICANTS RECEIVED FROM ALL FAMILIES WHO FIT ANY OF THE ABOVE CATEGORIES SHALL BE REVIEWED BY THE EXECUTIVE DIRECTOR, OR HIS/HER AUTHORIZED REPRESENTATIVE, PRIOR TO THE REJECTION OF THE APPLICATION.

SECTION II. APPLICATION FOR ADMISSION

2-1 APPLICATION PROCEDURES

A WRITTEN PRE-APPLICATION FORM SIGNED BY THE HEAD OF HOUSEHOLD OR A RESPONSIBLE MEMBER OF THE FAMILY WILL BE ACCEPTED FROM EACH FAMILY SEEKING ADMISSION TO LOW-MODERATE INCOME HOUSING OWNED OR OPERATED BY THE RENSSELAER HOUSING AUTHORITY. AT THE TIME OF APPLICATION, EACH APPLICANT WILL BE INFORMED OF THE DEVELOPMENTS OPERATED BY THE AUTHORITY FOR WHICH THEY WILL BE CONSIDERED. THE APPLICANT WILL BE INFORMED OF THE REQUIREMENTS AND ANY MAJOR DIFFERENCES IN THE ACCOMMODATIONS WITHIN EACH OF THE DEVELOPMENTS. THE APPLICANT WILL ALSO BE INFORMED OF THE FACTORS AFFECTING THE PRIORITY AND PREFERENCE STATUS OF HIS/HER APPLICATION. THIS PREAPPLICATION FORM WILL COVER FAMILY COMPOSITION AND INCOME TO DETERMINE IF APPLICANT APPEARS TO BE ELIGIBLE.

2-2 DETERMINATION OF ELIGIBILITY

A DETERMINATION OF ELIGIBILITY WILL BE BASED ON INFORMATION GIVEN BY THE APPLICANT ON THE PRE-APPLICATION FORM WITH RESPECT TO THE FOLLOWING CRITERIA:

- A. ELIGIBILITY OF APPLICANT AS A FAMILY
- B. ELIGIBILITY OF APPLICANT AS A SINGLE PERSON
- C. ELIGIBILITY OF APPLICANT AS AN ELDERLY, DISABLED, OR HANDICAPPED PERSON.
- D. ELIGIBILITY WITH RESPECT TO INCOME LIMITS FOR ADMISSION
- E. ELIGIBILITY OF APPLICANT WITH RESPECT TO ADMISSION STANDARDS.

2-3 NOTIFICATION TO APPLICANTS

A. ELIGIBLE APPLICANTS

EACH APPLICANT WHO APPEARS TO BE ELIGIBLE SHALL BE PROMPTLY NOTIFIED BY THE AUTHORITY OF SUCH DETERMINATION AND WILL BE PLACED ON THE APPROPRIATE WAITING LIST AND ADVISED IN WRITING WHEN A UNIT IS AVAILABLE TO SUIT THEIR NEEDS AND THE SCHEDULED TIME OF RESIDENT ORIENTATION. SUCH NOTIFICATION SHALL INDICATE

THAT ATTENDANCE OF THE RESIDENT ORIENTATION IS MANDATORY AND IS A CONDITION OF PLACEMENT.

B. INELIGIBLE APPLICANTS

EACH APPLICANT WHO APPEARS TO BE INELIGIBLE SHALL BE NOTIFIED BY THE AUTHORITY OF SUCH DETERMINATION IN WRITING AND THE REASON FOR INELIGIBILITY AND A RECORD OF SUCH WILL BE MAINTAINED BY THE AUTHORITY IN THE APPLICANT'S FILE. THIS NOTICE SHALL ALSO INDICATE THE APPLICANT'S RIGHT TO A HEARING BEFORE THE AUTHORITIES EXECUTIVE DIRECTOR, EXCEPT IN THE CASE OF PRIOR EVICTION FOR NON-PAYMENT OF RENT.

C. APPLICANTS OWING OUTSTANDING BALANCES

APPLICANTS WHO ARE FOUND TO OWE AN OUTSTANDING BALANCE ON PAST RENT OBLIGATIONS MUST PAY THE TOTAL AMOUNT OF THE OUTSTANDING BALANCE BEFORE THEY WILL BE CONSIDERED FOR ELIGIBILITY.

2-4 APPEAL OF INELIGIBILITY

APPLICANTS WHO HAVE BEEN DETERMINED INELIGIBLE ARE ALLOWED TEN (10) BUSINESS DAYS FROM THE DATE OF NOTICE OF INELIGIBILITY TO REQUEST AN INFORMAL HEARING WITH THE EXECUTIVE DIRECTOR, RENTAL ASSISTANCE PROGRAM COORDINATOR AND ANY OTHER AUTHORITY STAFF MEMBER INVOKED IN THE SELECTION PROCESS. FINAL DECISION ON ELIGIBILITY WILL BE THE RESPONSIBILITY OF THE EXECUTIVE DIRECTOR.

2-5 WAITING LISTS OF APPLICANTS

EACH APPLICANT SHALL BE ASSIGNED AN APPROPRIATE PLACE ON AN AUTHORITY-WIDE WAITING LIST IN SEQUENCE BASED UPON DATE AND TIME THE APPLICATION IS RECEIVED; SUITABLE TYPE AND SIZE OF UNIT AND FACTORS AFFECTING PREFERENCE OR PRIORITY WHICH HAVE BEEN ESTABLISHED BY THE AUTHORITY AND ARE CONSISTENT WITH THE OBJECTIVES OF TITLE 6 OF THE CIVIL RIGHTS ACT OF 1964, HUD REGULATIONS AND THE REQUIREMENTS PURSUANT.

ALL ELIGIBLE FAMILIES ON THE WAITING LIST WILL BE SOLELY RESPONSIBLE TO CONTACT THE AUTHORITY IF ANY CHANGES OCCUR IN FAMILY INCOME, SIZE OR OTHER FACTORS AFFECTING PREFERENCE WHICH COULD AFFECT THE FAMILIES STATUS AND ELIGIBILITY FOR

HOUSING.

2-6 VERIFICATION OF INFORMATION

A. AT THE TIME AN APARTMENT IS AVAILABLE, A FORMAL APPLICATION WILL BE COMPLETED AND ALL INFORMATION RELATIVE TO PREVIOUS HOUSING, FAMILY COMPOSITION, FAMILY INCOME, ASSETS, ADMISSION STANDARDS AND FEDERAL PREFERENCE STATUS WILL BE VERIFIED AND ALL VERIFIED FINDINGS WILL BE DOCUMENTED AND RECORDED IN THE APPLICANT'S FILE. THIS MAY INCLUDE REPORTS OF INTERVIEWS, LETTERS OR TELEPHONE CONVERSATIONS WITH RELIABLE SOURCES. AT A MINIMUM, THESE REPORTS WILL INCLUDE THE DATE, SOURCE OF INFORMATION, INCLUDING NAME AND TITLE OF THE INDIVIDUAL CONTACTED AND A SUMMARY OF THE INFORMATION RECEIVED.

B. INFORMATION REQUESTED MAY INCLUDE BUT IS NOT LIMITED TO:

1. WAGES, BENEFITS, UNEMPLOYMENT, WELFARE OR OTHER COMPENSATORY PAYMENTS.
2. PROOF OF MARRIAGE, BIRTH RECORDS OF ALL MEMBERS.
3. LEGAL ADOPTION, GUARDIANSHIP, AND FOSTER MEMBERS.
4. STATEMENTS FROM LANDLORDS, EMPLOYERS, SOCIAL WORKERS, PAROLE OFFICERS, COURT RECORDS, DRUG TREATMENT CENTERS, CLINICS, PHYSICIANS OR POLICE DEPARTMENTS WHERE NECESSARY.
5. RENT RECEIPTS, UTILITY BILL RECEIPTS AND PROOF OF FURNITURE.
6. NOTICES OF DISPLACEMENT, EVICTION OR OTHER SUCH NOTICES REGARDING TERMINATION OF OCCUPANCY.
7. HOME VISITS AND INSPECTIONS OF CURRENT DWELLINGS.

C. DOCUMENTATION THAT WILL BE ACCEPTED AS PROOF OF A FEDERAL PREFERENCE CATEGORY GROUP.

1. INVOLUNTARILY DISPLACED
 - A. CERTIFICATION FROM A GOVERNMENT AGENCY THAT AN APPLICANT HAS BEEN DISPLACED AS A RESULT OF A DISASTER OR BY GOVERNMENT ACTION.
 - B. CERTIFICATION FROM AN OWNER THAT AN APPLICANT HAD TO, OR WILL HAVE TO, VACATE A UNIT DUE TO OWNER ACTION BEYOND THE APPLICANT'S ABILITY TO CONTROL OR PREVENT.
 - C. CERTIFICATION OF DISPLACEMENT BECAUSE OF DOMESTIC VIOLENCE (I.E. FROM LOCAL POLICE DEPARTMENT, SOCIAL SERVICES AGENCY, COURT OF COMPETENT JURISDICTION OR A CLERGYMEN, PHYSICIAN OR PUBLIC OR PRIVATE FACILITY THAT PROVIDES SHELTER TO THE VICTIMS OF DOMESTIC VIOLENCE.)
2. SUBSTANDARD HOUSING CERTIFICATION OF THIS STATUS FROM A PUBLIC OR PRIVATE FACILITY THAT PROVIDES SHELTER FOR SUCH

INDIVIDUALS, OR FROM THE LOCAL POLICE DEPARTMENT OR SOCIAL SERVICES AGENCY.

3. HOMELESS FAMILY CERTIFICATION OF THIS STATUS FROM A PUBLIC OR PRIVATE FACILITY THAT PROVIDES SHELTER FOR SUCH INDIVIDUALS, OR FROM THE LOCAL POLICE DEPARTMENT OR SOCIAL SERVICES AGENCY.

4. PAYING MORE THAN 50% OF INCOME FOR RENT AND UTILITIES.

- A. A COPY OF CURRENT LEASE OR OCCUPANCY AGREEMENT; OR
- B. MOST RECENT RENT RECEIPTS WHICH MAY INCLUDE CANCELED CHECKS OR MONEY ORDERS; OR
- C. STATEMENT FROM APPLICANT'S CURRENT LANDLORD; AND
- D. COPIES OF APPROPRIATE BILLS OR RECEIPTS FOR THE ACTUAL AMOUNT OF FAMILY PAID UTILITIES OR STATEMENT DIRECTLY FROM THE UTILITY SUPPLIER.

**** RENT DOES NOT INCLUDE ANY AMOUNTS PAID TO OR ON BEHALF OF A FAMILY UNDER ANY ENERGY ASSISTANCE PROGRAM TO THE EXTENT THEY ARE NOT INCLUDED IN THE FAMILY INCOME.****

E. ALL VERIFIED INFORMATION WILL BE REQUESTED AT THE TIME AN APARTMENT IS AVAILABLE.

SECTION III. SELECTION AND ASSIGNMENT PLAN

3-1 SELECTION CRITERIA

THE AUTHORITY WILL EMPLOY A SYSTEM OF INCOME RANGES (EXHIBIT A) IN ORDER TO MAINTAIN A RESIDENT BODY WITHIN EACH OF ITS DEVELOPMENTS WHICH IS REPRESENTATIVE OF THE BROAD RANGE OF INCOMES OF FAMILIES WITHIN THE AUTHORITIES AREA OF OPERATION, AND WHOSE RENT PAYING ABILITIES ARE SUFFICIENT TO PROVIDE EACH DEVELOPMENT WITH FINANCIAL SOLVENCY.

FOR A UNIT OF GIVEN SIZE, THE AUTHORITY WILL SELECT AMONG ELIGIBLE APPLICANTS ACCORDING TO THE FOLLOWING:

- 1A
 - 1. RESIDENTS, CITY OF RENSSELAER
 - 2. RESIDENTS OF RENSSELAER COUNTY
 - 3. ALL OTHERS

- 1B
1. INCOME RANGE OF APPLICANT
 2. FEDERAL PREFERENCE STATUS
 3. TIME AND DATE OF APPLICATION

THE INCOME RANGE OF A SELECTED APPLICANT WILL BE DETERMINED SO THAT EACH DEVELOPMENT'S PRESENT RESIDENT POPULATION'S INCOME AND RENT PAYING ABILITIES WILL MATCH THOSE OF FAMILIES WITHIN THE AUTHORITIES AREA OF OPERATION.

A TOTAL OF TEN PERCENT OF THE UNITS WILL BE OCCUPIED DURING A ONE YEAR PERIOD BY THE APPLICANTS CHOSEN FROM THE NON-PREFERENCE LIST USING THE SAME SELECTION CRITERIA, AS MENTIONED ABOVE, HOWEVER, GIVING REFERENCE TO VETERANS.

3-2 FEDERAL PREFERENCES

WITHIN EACH RENT RANGE, SPECIAL PRIORITY IS GIVEN APPLICANTS WHO QUALIFY WITHIN ONE OF THE FOLLOWING FEDERAL PREFERENCE CATEGORIES:

- A. FAMILIES WHO ARE INVOLUNTARILY DISPLACED (SEE DEFINITION 8-2).
- B. LIVING IN SUBSTANDARD HOUSING (SEE DEFINITION 8-23).
- C. PAYING MORE THAN 50% OF INCOME FOR RENT AND ANY TENANT PURCHASED UTILITIES EXCLUDING TELEPHONE AND CABLE T.V. SERVICE AND ANY HOME ENERGY ASSISTANCE PAYMENTS. (SEE DEFINITION 8-25).

3-3 RESIDENT ASSIGNMENT PLAN

SELECTION OF AN APPLICANT WILL BE DETERMINED BY THE DEVELOPMENT SITE WITH THE MOST NUMBER OF VACANCIES AND THE RENT REQUIREMENTS OF THAT DEVELOPMENT. AN APPROPRIATE SIZE UNIT WILL BE OFFERED TO THE APPLICANT WHO MEETS THE FEDERAL PREFERENCE STATUS ACCORDING TO TIME AND DATE OF THE APPLICATION. IF THE APPLICANT REFUSES THE UNIT, THEY WILL BE OFFERED A UNIT AT THE DEVELOPMENT WITH THE SECOND HIGHEST NUMBER OF VACANCIES. AFTER THREE SUCH OFFERS, THE APPLICATION WILL BE REPLACED AT THE BOTTOM OF THE ELIGIBLE APPLICATION WAITING LIST AND THE DATE OF THE APPLICATION IS CHANGED TO THE DATE OF THE THIRD REFUSAL.

IF AN APPLICANT PRESENTS CLEAR EVIDENCE THAT ACCEPTANCE OF AN OFFERED UNIT WILL RESULT IN UNDUE HARDSHIP SUCH AS:

- A. INACCESSIBILITY TO SOURCE OF EMPLOYMENT

- B. INACCESSIBILITY TO CHILDREN'S DAYCARE
- C. INACCESSIBILITY DUE TO HANDICAP

OR, IF THE APPLICANT IS WILLING TO ACCEPT AN OFFERED UNIT BUT IS UNABLE TO MOVE AT THE TIME OF THE OFFER AND THEY CAN SHOW CLEAR EVIDENCE OF THEIR INABILITY TO MOVE, THE REFUSAL OF SUCH AN OFFER SHALL NOT BE COUNTED AS ONE OF THE THREE REFUSALS PERMITTED AN APPLICANT BEFORE BEING PLACED AT THE BOTTOM OF THE ELIGIBLE APPLICANT WAITING LIST.

IF THE NUMBER OF FAMILIES ON THE WAITING LIST IS SUCH THAT THERE IS NO REASONABLE PROSPECT THAT ADDITIONAL APPLICANTS COULD BE HOUSED WITHIN THE NEXT TWELVE MONTHS, SUSPENSION OF FURTHER APPLICATION TAKING MAY OCCUR WITH A PUBLIC ANNOUNCEMENT IN A LOCAL NEWSPAPER.

3-4 OCCUPANCY STANDARDS

THE FOLLOWING STANDARDS WILL DETERMINE THE NUMBER OF BEDROOMS REQUIRED TO PROPERLY ACCOMMODATE A FAMILY OF A GIVEN SIZE. SUCH STANDARDS MAY BE WAIVED WHEN NECESSARY TO ACHIEVE OR MAINTAIN FULL OCCUPANCY OF THE DEVELOPMENT(S)

# OF BDRS.	MIN. PERSONS	MAX. PERSONS
1	1	2
2	2	4
3	3	6
4	4	8

- A. APARTMENTS WILL BE ASSIGNED SO THAT PARENTS WILL HAVE BEDROOMS SEPARATE FROM THEIR CHILDREN.
- B. IN THE CASES OF INFANTS AND VERY YOUNG CHILDREN, A PROVISION MAY BE ALLOWED TO HAVE CHILDREN OF THE OPPOSITE SEX SHARE THE SAME BEDROOMS.

SECTION IV. RENTS

THE RENTS TO BE CHANGED WILL BE IN ACCORDANCE WITH THE APPROVAL SCHEDULED OF RENTS WHICH IS ATTACHED (EXHIBIT B), PROVIDED THAT THE RENT OF AN RENSSELAER HOUSING AUTHORITY

RESIDENT DOES NOT EXCEED 30% OF THE FAMILIES NET INCOME AS DEFINED HEREIN.

4-1 GROSS RENT:

THE RENTAL COST OF THE UNIT PLUS CHARGES FOR USE OF EXCESS UTILITIES FOR ADDITIONAL APPLIANCES SUCH AS AIR CONDITIONERS, FREEZERS, AND CLOTHES DRYERS. EXCESS UTILITY CHARGES ARE ON A PER MONTH/PER ITEM BASIS AND SCHEDULES OF THESE CHARGES (EXHIBIT C), SHALL BE POSTED AT EACH DEVELOPMENT SITE.

4-2 MINIMUM RENT:

THE RENT FOR ANY DWELLING UNIT SHALL NOT EXCEED 10% OF THE GROSS INCOME OF THE FAMILY TO OCCUPY, OR OCCUPYING THE DWELLING UNIT; EXCLUSIVE OF WELFARE RECIPIENTS.

4-3 MAXIMUM RENT:

THE RENT FOR DWELLING UNIT SHALL NOT EXCEED 30% OF THE FAMILIES NET INCOME AS DEFINED IN THE HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974, (AMENDED 1982). TENANTS IN THIS AUTHORITY ARE TO BE CHARGED IN ACCORDANCE WITH THE APPROVED SCHEDULE OF RENTS (EXHIBIT B).

4-4 WELFARE RENTS:

A. FAMILIES RECEIVING WELFARE ASSISTANCE AS TOTAL INCOME, WILL BE CHARGED TO HUD AND N.Y.S. DEPARTMENT OF SOCIAL SERVICES APPROVED RENT SCHEDULES BASED ON THE BEDROOM SIZE OF THE , DWELLING UNIT. (SUBJECT TO APPROVED INCREASES.) (EXHIBIT D).

B. FAMILIES RECEIVING INCOME FROM WELFARE ASSISTANCE AND OTHER SOURCES WILL BE CHARGED A RENT BASED ON 30% OF THEIR NET FAMILY INCOME. THE NET FAMILY INCOME IS EQUAL TO THE SUM OF THEIR FULL WELFARE AMOUNT PLUS ANY ADDITIONAL INCOME MINUS ELIGIBLE DEDUCTIONS.

C. IF THE COMPUTED RENT IS LESS THAN THE WELFARE RENT FOR THE NUMBER OF PERSONS IN THE HOUSEHOLD, THE WELFARE RENT IS CHARGED. IF THE COMPUTED RENT IS HIGHER THAN THE WELFARE RENT FOR THAT SIZE FAMILY, THE HIGHER AMOUNT WILL BE CHARGED AND COLLECTED FOR RENT.

4-5 CONTRACT RENT:

THE RENTAL COST OF THE UNIT, NOT TO EXCEED 30% OF THE FAMILIES

INCOME OR WELFARE RENT CHARGED, OR 10% OF GROSS INCOME, WHICH EVER IS GREATER.

4-6 SECURITY DEPOSIT:

A CASH SECURITY DEPOSIT EQUAL TO ONE MONTH'S RENT WILL BE CHARGED TO ALL TENANTS AND MUST BE IN FULL WITH THE FIRST MONTH'S RENT PRIOR TO THE SIGNING OF THE LEASE. IN THE CASE OF A TENANT RECEIVING PUBLIC ASSISTANCE THE AMOUNT OF THE SECURITY DEPOSIT WILL BE THE MAXIMUM SHELTER RENT ALLOWED. THE SECURITY DEPOSIT WILL BE HELD BY THE AUTHORITY IN ESCROW (INTEREST BEARING) ACCOUNTS. INTEREST ON THE SECURITY DEPOSIT WILL BE REFUNDED ANNUALLY. ANY CHARGES TO THE RESIDENT FOR ANY RENT OWED, DAMAGES TO THE APARTMENT OR SERVICES FOR EXTRA MAINTENANCE WILL BE DEDUCTED FROM THE SECURITY DEPOSIT UPON THE RESIDENT'S MOVE OUT. THE TENANT SHALL BE GIVEN A DETAILED STATEMENT OF THESE CHARGES. THE REMAINING BALANCE OF THE SECURITY DEPOSIT WILL BE RETURNED TO THE TENANT IN SUCH TIME THAT ALLOWS THE AUTHORITY ITS NORMAL ACCOUNTING AND INSPECTION PERIODS. THE SECURITY DEPOSIT WILL NOT BE USED BY THE TENANT FOR THE LAST MONTH'S RENT.

SECTION V. LEASING OF DWELLING UNITS

5-1 PRE-LEASE APARTMENT INSPECTION-

A. AN INSPECTION OF THE PROSPECTIVE APARTMENT WILL BE MADE BY BOTH THE MANAGER AND THE RESIDENT. BOTH PARTIES WILL SIGN THE REPORT VERIFYING THE CONDITION OF THE APARTMENT AT INITIAL OCCUPANCY. THE ORIGINAL COPY OF THE INSPECTION REPORT WILL BE PLACED IN THE RESIDENT'S FILE, THE SECOND COPY OF THE REPORT WILL BE GIVEN TO THE RESIDENT AND THE THIRD COPY IS KEPT IN THE DWELLING OFFICE FILES.

5-2 LEASE AGREEMENT-

A. A LEASE SHALL BE SIGNED BY THE HEAD OF HOUSEHOLD AND THE SPOUSE, IF ANY, FOR EACH FAMILY ACCEPTED AS RESIDENTS AND SIGNED BY THE PROJECT MANAGER OF THE DEVELOPMENT PRIOR TO THE FAMILIES ADMISSION. THE LEASE SHALL ALSO BE SIGNED BY ANY FAMILY MEMBER 18 YEARS OF AGE OR OLDER WHO HAVE INCOME FROM ANY SOURCE.

B. OCCUPANCY SHALL BE RESTRICTED TO THOSE PERSONS WHOSE NAMES APPEAR ON THE LEASE. AFTER BEING HOUSED, A RESIDENT MAY NOT ADD MEMBERS TO THE HOUSEHOLD WITHOUT OBTAINING WRITTEN APPROVAL FROM THE MANAGER; A COPY OF WHICH IS TO BE PLACED IN THE RESIDENT'S FILE. A MANAGER MAY NOT GRANT PERMISSION IF IT RESULTS IN AN OVERCROWDED SITUATION.

C. IF A RESIDENT FAMILY TRANSFERS FROM ONE DWELLING TO ANOTHER, REGARDLESS OF SITE, A NEW INSPECTION AND LEASE WILL BE EXECUTED.

D. DURING THE TERM OF THE LEASE AGREEMENT, RESIDENTS WILL BE REQUIRED TO REPORT WITHIN 10 DAYS OF OCCURRENCE:

1. ALL CHANGES IN FAMILY INCOMES.
2. ALL CHANGES IN FAMILY COMPOSITION.

E. ANY CHANGE IN RENT SHALL BE MADE BY PROPER NOTICE TO THE TENANT, DATED AND SIGNED BY THE AUTHORITY. SUCH NOTICES SHALL BECOME PART OF THE EXISTING LEASE BY MEANS OF AN AMENDMENT FORM. THE NOTICE OF TENANT RENT ADJUSTMENT WILL BE CONSIDERED AN "AMENDMENT FORM."

F. ALL CHANGES WILL BE NOTED ON THE AMENDMENT FORM.

G. A 30-DAY (CALENDAR MONTH) WRITTEN NOTICE TO VACATE MUST BE SIGNED BY THE TENANT AND SUBMITTED TO THE PROJECT MANAGER. THIS NOTICE MUST BE GIVEN ON OR BEFORE THE FIRST OF THE MONTH TO VACATE AT THE END OF THE MONTH. IN EXTREME CASES OF HARDSHIP WHICH PREVENTS A FAMILY FROM VACATING AS SCHEDULED, AND WHERE THE FAMILY NOTIFIES THE PROJECT MANAGER IN WRITING AT LEAST 7 DAYS PRIOR TO THEIR INITIAL DATE OF VACATE, IT WILL BE THE MANAGER'S OPTION TO ALLOW THE FAMILY TO REMAIN IN THE APARTMENT FOR THE EXTRA TIME. IF A TENANT PASSES AWAY AND THE BELONGINGS ARE REMOVED BEFORE THE 15TH OF THE MONTH, THE ACCOUNT WILL BE CREDITED A HALF A MONTHS RENT.

H. FAMILIES VACATING PRIOR TO THE 15TH OF THE MONTH UNDER PROPER NOTICE CONDITIONS WILL BE CHARGED ONE-HALF OF A MONTH'S RENT. FAMILIES VACATING AFTER THE 15TH OF A MONTH WILL BE CHARGED THE FULL MONTH'S RENT.

I. MAINTENANCE CHARGES FOR REPAIRS ABOVE AND BEYOND THE NORMAL WEAR AND TEAR WILL BE MADE TO EACH RESIDENT

ACCORDING TO THE MAINTENANCE SCHEDULE POSTED IN EACH
MANAGER'S OFFICE.

5-3 TRANSFER POLICY:

A. ON SITE TRANSFER REQUESTS- ONLY THE FOLLOWING REASONS WILL BE
CONSIDERED LEGITIMATE FOR ON-SITE TRANSFER REQUESTS:

1. CHANGES IN FAMILY COMPOSITION WHERE AN UNDER UTILIZED
CONDITION EXISTS WITHIN A RESIDENT'S APARTMENT.
2. CHANGES IN FAMILY COMPOSITION WHERE AN OVERCROWDED
CONDITION EXISTS WITHIN A RESIDENT'S APARTMENT.
3. MEDICAL REASONS VERIFIED BY A PHYSICIAN'S STATEMENT.

ONLY TENANTS WHO HAVE BEEN RESIDENTS IN THEIR PRESENTLY
OCCUPIED APARTMENTS FOR AT LEAST 18 MONTHS MAY BE ELIGIBLE
FOR A TENANT REQUESTED TRANSFER.

B. PROCEDURES FOR ON SITE TRANSFERS:

TO INITIATE AN ON-SITE TRANSFER, THE FOLLOWING INFORMATION MUST
BE SUBMITTED TO THE MANAGER:

1. A WRITTEN STATEMENT FROM THE RESIDENT SETTING FORTH THE
REASON(S) FOR TRANSFER.
2. IN CASES OF MEDICAL REASON(S), A DOCTOR'S STATEMENT VERIFYING
THE NEED FOR A TRANSFER.

PRIOR TO THE TRANSFER REQUEST BEING FORWARDED TO THE TENANT
SELECTION OFFICE, THE MANAGER MUST MAKE AN INSPECTION OF THE
RESIDENT'S APARTMENT, AND FILE WITH THE TRANSFER REQUEST, A REPORT ON
THE RESIDENT'S HOUSEKEEPING AND RENT PAYING HABITS.

C. TRANSFER TO ANOTHER DEVELOPMENT SITE:

NO TRANSFERS TO ANOTHER DEVELOPMENT SITE WILL BE ALLOWED
EXCEPT IN THE CASE WHERE THE FOLLOWING CONDITIONS EXIST:

1. WHERE THERE IS PRESENCE OF A SEVERE HEALTH CONDITION
AGGRAVATED BY PARTICULAR CIRCUMSTANCES IN AN APARTMENT AND
ACCOMPANIED BY A MEDICAL STATEMENT.

2. TRANSFER OF A HANDICAPPED PERSON TO A SPECIAL APARTMENT.
3. WHERE THERE IS EVIDENCE OF SEVERE HARDSHIP OR EXPENSE TO A FAMILY BECAUSE OF LOCATION OF A JOB.
4. SENIOR CITIZENS MAY TRANSFER FROM A FAMILY DEVELOPMENT TO A SENIOR CITIZEN DEVELOPMENT, PROVIDING THERE IS NO WAITING LIST, OR IN THE EVENT OF A WAITING LIST, THEY MAY BE ON THE LIST AT THE TIME OF REQUEST AND WAIT THE APPROPRIATE TIME. IF EXTENUATING CIRCUMSTANCES NECESSITATE A MOVE FROM ONE APARTMENT TO THE SAME SIZE APARTMENT, THE EXECUTIVE DIRECTOR'S APPROVAL WILL BE REQUIRED.

D. CRITERIA IN EVALUATING TRANSFER REQUESTS:

1. HOUSEKEEPING- NO TENANT IS TO BE TRANSFERRED IF AN APARTMENT INSPECTION SHOWS THAT THE APARTMENT IS NOT KEPT UP TO SATISFACTORY STANDARDS; TAKING INTO ACCOUNT FAMILY SIZE AND LENGTH OF RESIDENCY. USUAL "WEAR AND TEAR" OF APARTMENTS IS TO BE TAKEN INTO CONSIDERATION. IF THE APARTMENT IS IN UNSATISFACTORY CONDITION, REPAIRS TO THE APARTMENT WILL BE MADE AND CHARGES PAID IN FULL. WHEN THIS IS COMPLETED, A SECOND INSPECTION WILL BE MADE AFTER THREE MONTHS TO VERIFY THAT HOUSEKEEPING HAS IMPROVED.
2. RENT PAYING HABITS- NO TENANT WILL BE TRANSFERRED WHO HAS AN OUTSTANDING BALANCE; INCLUDING SALES AND SERVICE CHARGES. IF THE TENANT DOES NOT HAVE A RECORD OF TIMELY RENT PAYMENT, THE TENANT MUST DEMONSTRATE THEIR ABILITY TO PAY RENT IN A TIMELY MANNER AND MAINTAIN A ZERO BALANCE FOR A REASONABLE PERIOD OF TIME, APPROXIMATELY FOUR TO SIX MONTHS.

E. ROTATING SCHEDULE- FOR ALL TRANSFER REQUESTS:

1. IF A WAITING LIST EXISTS FOR A PARTICULAR SIZE APARTMENT IN BOTH TRANSFER AND APPLICANT POOLS, A ROTATING SCHEDULE WILL BE IMPLEMENTED. NO MORE THAN EVERY THIRD VACANCY OF THE SIZE UNIT REQUIRED WILL BE USED TO FULFILL THE TRANSFERS.
2. THE EXECUTIVE DIRECTOR MAY WAIVE ANY OF THE ABOVE REQUIREMENTS IF HE/SHE DEEMS THE TRANSFER NECESSARY AND/OR

WORTHY.

3. IF THE DEMAND FOR TRANSFERS DUE TO OVERCROWDED OR UNDERUTILIZED CONDITIONS EXCEEDS 5% OF THE TOTAL NUMBER OF UNITS AT ANY ONE DEVELOPMENT SITE, THESE TRANSFERS WILL BE GIVEN PREFERENCE OVER ANY APPLICATION ON THE WAITING LIST BARRING EMERGENCIES.

SECTION VI: CONTINUED OCCUPANCY AND RE-EXAMINATION

6-1 GENERAL CONDITIONS FOR CONTINUED OCCUPANCY:

- A. ONLY THOSE FAMILIES WHO QUALIFY AS A FAMILY AS DEFINED IN SECTION 8 OR THE REMAINING MEMBER(S) OF THE TENANT FAMILY, IF ONE PERSON IS AT LEAST 18 YEARS OF AGE, MAY REMAIN IN OCCUPANCY IN AN APPROPRIATE SIZED UNIT.
- B. ANY FAMILY TO WHICH ANY OF THE FOLLOWING CONDITIONS APPLY, SHALL BE DECLARED INELIGIBLE FOR CONTINUED OCCUPANCY. THESE CONDITIONS SHALL BE GROUNDS FOR EVICTION PROCEDURES TO RECOVER POSSESSION OF THE APARTMENT:
 - 1. NON-PAYMENT OF RENT.
 - 2. NON-PAYMENT OF SALES & SERVICE CHARGES AFTER 30 DAYS OF INITIAL CHARGE.
 - 3. CHRONIC DELINQUENCY IN PAYMENT OF RENT.
 - 4. WILLFUL MISREPRESENTATION OR CONCEALMENT BY TENANT, OF ANY MATERIAL FACT WHICH WOULD AFFECT ELIGIBILITY FOR ADMISSION, CONTINUED OCCUPANCY, OR RENT TO BE PAID.
 - 5. CONTINGENT LIABILITY ARISING FROM USE OF APARTMENT FOR ILLEGAL PURPOSES.

6. BREACH OF ANY OTHER RULES AND REGULATION GOVERNING
TENANCY.

C. RESIDENT FAMILIES DETERMINED TO BE INELIGIBLE FOR CONTINUED
OCCUPANCY SHALL BE NOTIFIED IN WRITING, AND ALLOWED UP TO SIX
MONTHS WITHIN WHICH TO MOVE FROM THE DEVELOPMENT. IF A
FAMILY IS UNABLE, DUE TO SPECIAL CIRCUMSTANCES, TO FIND DECENT,
SAFE AND SANITARY HOUSING WITHIN ITS FINANCIAL MEANS, AFTER
MAKING EVERY REASONABLE EFFORT TO DO SO, THE EXECUTIVE
DIRECTOR OR HIS/HER AUTHORIZED REPRESENTATIVE, AFTER
INVESTIGATION OF EFFORTS, MAY PERMIT THE FAMILY TO CONTINUE IN
OCCUPANCY FOR THE DURATION OF THE SITUATION. IN SUCH EVENT,
THE AUTHORITY SHALL MAKE A WRITTEN DETERMINATION TO THE
FAMILY, GIVING THE REASON FOR THE EXTENSION AND THE EXTENSION
DATE.

D. ANNUAL INSPECTIONS TO ASSESS THE GENERAL CONDITIONS OF EACH DWELLING UNIT WILL BE ACCOMPLISHED ONCE A YEAR PRIOR TO THE RE-EXAMINATION DATE. A MOVE OUT INSPECTION TOWARD THE END OF THE MONTH WILL BE MADE ONCE THE MANAGER HAS BEEN NOTIFIED OF A TENANT'S INTENT TO VACATE A UNIT. CHARGES WILL BE ASSESSED TO TENANTS FOR DAMAGE AND CLEANING TO THE UNIT, BEYOND NORMAL WEAR AND TEAR. THE COST OF SUCH CHARGES WILL POSTED IN EACH MANAGER'S OFFICE.

6-2 RE-EXAMINATION:

A. ALL FAMILIES RESIDING IN EACH DEVELOPMENT ARE REQUIRED TO REPORT FOR RE-EXAMINATION OF INCOME AND FAMILY SIZE AT LEAST ONCE A YEAR.

B. APPROXIMATELY THREE MONTHS PRIOR TO A RESIDENT'S RE-EXAM DATE, THE AUTHORITY WILL SEND A NOTICE INFORMING THE RESIDENT OF THEIR DATE FOR RE-EXAMINATION AND THE RESIDENT'S REQUIREMENTS TO SUPPLY ALL NECESSARY DOCUMENTATION FOR INCOME VERIFICATION AND CHANGES IN THE FAMILIES COMPOSITION ON THAT DATE.

C. SHOULD A FAMILY NOT APPEAR AT THEIR SCHEDULED TIME FOR RE-EXAMINATION OR DOES NOT PROVIDE PROOF OF CURRENT INCOME AND FAMILY COMPOSITION, THE FAMILY WILL BE GIVEN A WARNING. IF STILL NO RESPONSE, THE FAMILIES LEASE WILL BE TERMINATED AND GIVEN 30 DAYS TO VACATE THE PREMISES.

D. THE LENGTH OF TIME FROM DATE OF ADMISSION TO DATE OF RE-EXAMINATION MAY BE EXTENDED TO 18 MONTHS IF NECESSARY TO ACCOMMODATE A RE-EXAM SCHEDULE ESTABLISHED BY THE AUTHORITY.

6-3 SPECIAL RE-EXAMINATIONS:

A. THE AUTHORITY RESERVES THE RIGHT TO REQUIRE RE-EXAMINATIONS AT A SHORTER THAN ONE YEAR INTERVAL IF THE INCOME OF THE RESIDENT IS SEASONAL OR SPORADIC.

B. THE TIME PERIOD CHOSEN FOR SPECIAL RE-EXAMINATIONS WILL DEPEND ON THE ESTIMATED TIME IT MAY TAKE TO DETERMINE A FAMILIES RENT WITH SOME DEGREE OF ACCURACY. THE RENT TO BE CHARGED TO THE TENANT DURING THE CHOSEN TIME PERIOD IS TO

BE BASED ON CURRENT INCOME.

C. THE AUTHORITY WILL CONTINUE TO SCHEDULE SPECIAL RE-EXAMINATIONS UNTIL THE FAMILIES ANNUAL INCOME CAN BE REASONABLY ESTIMATED.

6-4 INTERIM ADJUSTMENT OF RENT:

RENTS WILL REMAIN IN EFFECT FOR THE PERIOD BETWEEN REGULAR RENT REDETERMINATIONS UNLESS DURING SUCH PERIOD A RESIDENT EXPERIENCES A CHANGE IN EITHER FAMILY INCOME OR COMPOSITION WHICH MUST BE REPORTED TO MANAGEMENT WITHIN 10 DAYS OF ITS OCCURRENCE. SITUATIONS WHICH IMMEDIATELY WARRANT SUCH ACTION INCLUDE BUT ARE NOT LIMITED TO TIMES WHEN:

A. THE TENANT CAN SHOW A CHANGE IN HIS/HER CIRCUMSTANCES WHICH WOULD JUSTIFY A REDUCTION IN RENT PURSUANT TO THE SCHEDULE OF RENTS OR OTHER SUCH CIRCUMSTANCES AS WOULD CREATE A HARDSHIP SITUATION.

B. THE TENANT BEGINS TO RECEIVE PUBLIC ASSISTANCE OR HIS/HER PUBLIC ASSISTANCE IS TERMINATED.

C. IF IT HAS BEEN FOUND THAT THE TENANT MISREPRESENTED TO THE MANAGEMENT, THE FACTS UPON WHICH THEIR RENT IS BASED, SO THAT THE RENT THEY ARE PAYING IS LESS THAN WHAT THEY SHOULD BE PAYING, THEN THE INCREASE WILL BE CHARGE RETROACTIVELY.

6-5 SCHEDULE FOR CHANGES IN RENT:

A. IF A FAMILIES RENT DECREASES, THE RENT ADJUSTMENT WILL BECOME EFFECTIVE ON THE FIRST DAY OF THE MONTH FOLLOWING THE REPORTED CHANGE, PROVIDED THE RESIDENT HAS REPORTED AND VERIFIED THE CHANGE IN A TIMELY MANNER.

B. IF THE FAMILIES RENT INCREASES, THE RENT ADJUSTMENT WILL BECOME EFFECTIVE THE FIRST DAY OF THE SECOND MONTH FOLLOWING THE REPORTED CHANGE, PROVIDED THE RESIDENT HAS REPORTED AND VERIFIED THE CHANGE IN A TIMELY MANNER.

6-6 NECESSARY CHANGE IN SIZE OF UNIT

IF A RE-EXAMINATION REVEALS THE NECESSITY FOR A CHANGE IN THE SIZE OF THE UNIT OCCUPIED BY A RESIDENT, THE RESIDENT WILL BE REQUIRED TO MOVE TO A UNIT OF CORRECT SIZE AND A NEW LEASE WILL BE EXECUTED. IF AN APPROPRIATE SIZE UNIT IS NOT AVAILABLE, THE TENANT WILL BE PLACED ON THE TRANSFER LIST AND WILL BE REQUIRED TO MOVE TO SUCH UNIT WHEN ONE BECOMES AVAILABLE.

IF THE TENANT REFUSES TO MOVE TO THE APPROPRIATE SIZE UNIT OFFERED WITHIN THE SAME DEVELOPMENT, WITHOUT JUSTIFIABLE CAUSE, THE AUTHORITY WILL TERMINATE THE TENANT'S LEASE WITH A 30 DAY WRITTEN NOTICE.

SECTION VII: EVICTIONS

7-1 SUMMARY PROCEEDINGS

THE AUTHORITY WILL INSTITUTE SUMMARY PROCEEDINGS UPON THE FOLLOWING GROUNDS:

- A. NON-PAYMENT OF RENT.
- B. NON-PAYMENT OF SALES AND SERVICES CHARGE AFTER 30 DAYS OF INITIAL CHARGE.
- C. WILLFUL MISREPRESENTATION OR CONCEALMENT BY TENANT OF ANY MATERIAL FACT WHICH WOULD AFFECT ELIGIBILITY FOR ADMISSION, CONTINUED OCCUPANCY OR RENT TO BE PAID.
- D. BREACH OF RULES AND REGULATIONS OF TENANCY.
- E. NON-COOPERATION
- F. CHRONIC DELINQUENCY IN PAYMENT OF RENT.
- G. UNDER OR OVER-OCCUPANCY AND REFUSES OFFER OF TRANSFER; WOULD INCLUDE REMAINING MEMBER(S) OF TENANT FAMILY.
- H. ASSIGNMENT OR TRANSFER OF POSSESSION BY TENANT OF RECORD TO

PERSON(S) WITHOUT AUTHORITY PERMISSION OR CONSENT, AFTER TENANT OF RECORD HAS MOVED FROM APARTMENT.

- I. NON-DESIRABILITY AS DEFINED IN ADMISSION STANDARDS.
- J. CONTINGENT LIABILITY ARISING FROM USE OF APARTMENT FOR ILLEGAL PURPOSES.
- K. EVICTION PROCEDURES TO REFLECT THE ONE STRIKE CRITERIA.

7-2 ADEQUATE NOTICE TO VACATE

EXCEPT IN CASES OF NON-PAYMENT OF RENT, NO RESIDENT SHALL BE GIVEN NOTICE TO VACATE WITHOUT BEING TOLD BY THE AUTHORITY IN A PRIVATE CONFERENCE OR OTHER APPROPRIATE MANNER, THE REASON FOR THE EVICTION, AND GIVEN THE OPPORTUNITY TO MAKE SUCH REPLY OR EXPLANATION AS HE/SHE MAY WISH.

7-3 WRITTEN RECORD OF EVICTION

A WRITTEN RECORD OF EVERY EVICTION SHALL BE MAINTAINED BY THE AUTHORITY AND SHALL CONTAIN THE FOLLOWING INFORMATION:

- A. NAME OF RESIDENT AND IDENTIFICATION OF UNIT OCCUPIED.
- B. DATE OF NOTICE TO VACATE.
- C. SPECIFIC REASON(S) FOR NOTICE TO VACATE. FOR EXAMPLE, IF A TENANT IS BEING EVICTED BECAUSE OF UNDESIRABLE ACTIONS, THE RECORD SHOULD DETAIL THE ACTIONS WHICH RESULTED IN THE DETERMINATION THAT EVICTION SHOULD BE INSTITUTED.
- D. DATE AND METHOD OF NOTIFYING RESIDENTS, WITH SUMMARY OF ANY CONFERENCES WITH RESIDENTS, INCLUDING NAMES OF CONFERENCE PARTICIPANTS.
- E. TENANT IS ENTITLED TO DISCUSS AND RESOLVE ANY GRIEVANCE WITH MANAGEMENT.

SECTION 8. DEFINITION OF TERMS

8-1 DISABLED PERSON

MEANS A PERSON WHO IS DISABLED AS DEFINED IN SECTION 223 OF THE SOCIAL SECURITY ACT, OR IS IN SECTION 102 (5) OF THE DEVELOPMENTAL DISABILITIES SERVICES AND FACILITIES CONSTRUCTION AMENDMENT OF 1970, OR IS HANDICAPPED AS DEFINED IN THIS SECTION.

SECTION 223 OF THE SOCIAL SECURITY ACT DEFINES DISABILITY AS;

A. INABILITY TO ENGAGE IN ANY SUBSTANTIAL GAINFUL ACTIVITY BY REASON OF ANY MEDICALLY DETERMINABLE PHYSICAL OR MENTAL IMPAIRMENT WHICH CAN BE EXPECTED TO RESULT IN DEATH OR WHICH HAS LASTED OR CAN BE EXPECTED TO LAST FOR A CONTINUOUS PERIOD OF NOT LESS THAN 12 MONTHS; OR

B. IN THE CASE OF AN INDIVIDUAL WHO HAS REACHED AGED 55 AND IS BLIND (WITH THE MEANING OF "BLINDNESS" AS DEFINED IN SECTION 416 (I)(1) OF THE TITLE. INABILITY BY REASON OF SUCH BLINDNESS TO ENGAGE IN SUBSTANTIAL GAINFUL ACTIVITY REQUIRING SKILLS OR ABILITIES EQUAL TO THOSE OF ANY GAINFUL ACTIVITY IN WHICH HE/SHE HAS PREVIOUSLY ENGAGED WITH SOME REGULARITY AND OVER A SUBSTANTIAL PERIOD OF TIME.

C. SECTION 102 (5) OF THE DEVELOPMENTAL DISABILITIES SERVICES AND FACILITIES CONSTRUCTION AMENDMENT OF 1970 DEFINES DISABILITY AS: . . A DISABILITY ATTRIBUTABLE TO MENTAL RETARDATION, CEREBRAL PALSY, EPILEPSY, OR OTHER NEUROLOGICAL CONDITION OR AN INDIVIDUAL DETERMINED BY THE SECRETARY OF HEALTH, EDUCATION, AND WELFARE TO BE CLOSELY RELATED TO MENTAL RETARDATION OR REQUIRE TREATMENT SIMILAR TO THAT REQUIRED FOR MENTALLY RETARDED INDIVIDUALS, WHERE DISABILITY ORIGINATED BEFORE THE INDIVIDUAL TURNED 18, WHICH HAS CONTINUED OR CAN BE EXPECTED TO CONTINUE FOR A PERIOD OF NOT LESS THAN 12 MONTHS OR INDEFINITELY, AND WHICH CONSTITUTES A SUBSTANTIAL HANDICAP TO SUCH INDIVIDUAL.

8-2 INVOLUNTARILY DISPLACEMENT -

AN APPLICANT IS OR WILL BE INVOLUNTARILY DISPLACED IF HE OR SHE VACATED OR WILL HAVE TO VACATE HIS OR HER UNIT DUE TO:

1. A DISASTER, SUCH AS A FIRE OR FLOOD THAT RESULTS IN THE UNINHABITABILITY OF AN APPLICANT'S UNIT.
2. AN ACTIVITY CARRIED OUT BY ANY AGENCY OF THE GOVERNMENT IN CONNECTION WITH CODE ENFORCEMENT OR A PUBLIC IMPROVEMENT OR DEVELOPMENT PROGRAM.
3. AN ACTION BY A HOUSING OWNER THAT RESULTS IN AN APPLICANT'S HAVING TO VACATE HIS OR HER UNIT WHERE:
 - A. THE REASON FOR THE OWNER'S ACTION IS BEYOND THE APPLICANT'S ABILITY TO CONTROL OR PREVENT.
 - B. THE ACTION OCCURS DESPITE AN APPLICANT'S HAVING MET ALL CONDITIONS OF OCCUPANCY.
 - C. THE ACTION TAKEN IS OTHER THAN A RENT INCREASE.
 - D. THE UNIT IS CONVERTED TO NON-RENTAL OR NONRESIDENTIAL USE.
 - E. THE APPLICANT'S UNIT IS CLOSED FOR REHABILITATION.
 - F. THE OWNER PLANS TO USE THE UNIT FOR HIS OR HER OWN PERSONAL OR FAMILY USE OR PLANS TO SELL THE HOUSING UNIT IN WHICH THE APPLICANT RESIDES UNDER AN AGREEMENT THAT THE UNIT MUST BE VACANT WHEN POSSESSION IS TRANSFERRED.
 - G. ANY LEGALLY AUTHORIZED ACT THAT RESULTS IN THE WITHDRAWAL BY THE OWNER OF THE UNIT FROM THE MARKET.

AN APPLICANT IS ALSO INVOLUNTARILY DISPLACED IF HE OR SHE HAS VACATED THE HOUSING UNIT AS A RESULT OF ACTUAL OR THREATENED PHYSICAL VIOLENCE BY A SPOUSE OR OTHER MEMBER OF THE HOUSEHOLD OR THE APPLICANT LIVES IN A HOUSING UNIT WITH SUCH AN INDIVIDUAL WHO ENGAGES IN SUCH VIOLENCE.

8-3 ELDERLY FAMILY

MEANS A FAMILY WHOSE HEAD OR SPOUSE OR WHOSE SOLE MEMBER IS AT LEAST 62 YEARS OF AGE, OR DISABLED OR HANDICAPPED AS DEFINED IN THIS SECTION, AND MAY INCLUDE 2 OR MORE ELDERLY, DISABLED OR HANDICAPPED PERSONS LIVING WITH ANOTHER PERSON WHO IS DETERMINED TO BE ESSENTIAL TO HIS OR HER CARE OR WELL-BEING.

8-4 FAMILY

- A. TWO OR MORE PERSONS SHARING RESIDENCY WHOSE INCOME AND RESOURCES ARE AVAILABLE TO MEET THE FAMILIES NEEDS AND WHO ARE EITHER RELATED BY BLOOD (PARENTS, CHILDREN, GRANDPARENTS. BROTHERS, SISTERS) MARRIAGE, OR OPERATION OF LAW; OR HAVE EVIDENCED A STABLE FAMILY RELATIONSHIP.
- B. A SINGLE PERSON 62 YEARS OF AGE OR OLDER.
- C. A SINGLE PERSON WHO IS DISABLED OR HANDICAPPED AS DEFINED IN THIS SECTION.
- D. A PERSON NECESSARILY RESIDING WITH A FAMILY BY REASON OF EMPLOYMENT BY OR FOR SUCH FAMILY (A) TO PERMIT THE EMPLOYMENT OF A SOLE WAGE EARNER, OF (B) FOR THE HEALTH AND WELFARE OF A SICK OR INCAPACITATED MEMBER OF THE FAMILY, FOR THE PURPOSE OF DETERMINING NET FAMILY INCOME AND ESTABLISHING RENT, NEED NOT BE CONSIDERED AS A MEMBER OF THE FAMILY. HOWEVER, THE NECESSITY FOR SUCH AN ARRANGEMENT MUST BE EVIDENCED BY A DOCTOR'S CERTIFICATION, BY THE DEPARTMENT OF SOCIAL SERVICES OF OTHER RESPONSIBLE SOURCES.
UNDER NO CIRCUMSTANCES MAY SUCH AN ARRANGEMENT BE CONTINUED LONGER THAN NECESSARY OR PERMITTED ONLY FOR THE CONVENIENCE OF THE TENANT. THIS PROVISION IS APPLICABLE FOR BOTH ADMISSION AND CONTINUED OCCUPANCY AND IS NOT RESTRICTED TO ELDERLY FAMILIES.
- E. FOR CONTINUED OCCUPANCY PURPOSES, THE REMAINING MEMBER(S) OF THE TENANT FAMILY AS LISTED ON THE LEASE AGREEMENT (PROVIDED THAT AT LEAST ONE OF THE MEMBERS IS AT LEAST 18 YEARS OF AGE).

8-5 DEPENDENT

A MEMBER OF THE FAMILY HOUSEHOLD (EXCLUDING FOSTER CHILDREN), OTHER THAN THE FAMILY HEAD OR SPOUSE, WHO IS UNDER 18 YEARS OF AGE, IS A DISABLED OR HANDICAPPED PERSON, OR IS A FULL-TIME STUDENT.

8-6 FULL-TIME STUDENT

MEANS A PERSON WHO IS CARRYING A SUBJECT LOAD WHICH IS CONSIDERED FULL-TIME FOR DAY STUDENTS UNDER THE STANDARDS

AND PRACTICES OF THE EDUCATIONAL INSTITUTION ATTENDED. AN EDUCATIONAL INSTITUTION INCLUDES A VOCATIONAL SCHOOL WITH A DIPLOMA OR CERTIFICATE PROGRAM, AS WELL AS AN INSTITUTION OFFERING A COLLEGE DEGREE.

8-7 HANDICAPPED PERSON

MEANS A PERSON HAVING A PHYSICAL OR MENTAL IMPAIRMENT WHICH:

- A. IS EXPECTED TO BE OF A LONG-CONTINUED AND INDEFINITE DURATION AND
- B. SUBSTANTIALLY IMPEDES HIS/HER ABILITY TO LIVE INDEPENDENTLY. AND
- C. IS OF SUCH A NATURE THAT SUCH DISABILITY COULD BE IMPROVED BY MORE SUITABLE HOUSING CONDITIONS.

8-8 HANDICAPPED ASSISTANCE EXPENSES

REASONABLE EXPENSES THAT ARE ANTICIPATED DURING THE PERIOD FOR WHICH ANNUAL INCOME IS COMPUTED FOR ATTENDANT CARE AND AUXILIARY APPARATUS FOR A HANDICAPPED OR DISABLED FAMILY MEMBER AND THAT ARE NECESSARY TO ENABLE A FAMILY MEMBER (INCLUDING THE HANDICAPPED OR DISABLED MEMBER) TO BE EMPLOYED, PROVIDED THAT THE EXPENSES ARE NEITHER PAID TO A MEMBER OF THE FAMILY NOR REIMBURSED BY AN OUTSIDE SOURCE.

8-9 HEAD OF HOUSEHOLD

MEANS THE FAMILY MEMBER WHO IS HELD RESPONSIBLE AND ACCOUNTABLE FOR THE FAMILY AND THE RENT.

8-10 SINGLE PERSON

MEANS A PERSON LIVING ALONE OR INTENDING TO LIVE ALONE AND WHO DOES NOT QUALIFY AS AN ELDERLY, FAMILY, OR DISABLED PERSON AS DEFINED IN THIS SECTION; OR THE REMAINING MEMBER OF A TENANT FAMILY.

8-11 SPOUSE

MEANS THE HUSBAND OR WIFE OF THE HEAD OF THE HOUSEHOLD.

8-12 UTILITIES

MEANS WATER, ELECTRICITY, GAS, OTHER HEATING, REFRIGERATION, AND COOKING FUELS, TRASH COLLECTION, AND SEWAGE SERVICES. (TELEPHONE AND TELEVISION SERVICE IS NOT INCLUDED AS A UTILITY)

8-13 NET FAMILY ASSETS

NET CASH VALUE AFTER DEDUCTING REASONABLE COSTS THAT WOULD BE INCURRED IN DISPOSING OF ASSET (EX. REAL ESTATE OR STOCK BROKERS COMMISSIONS OR PENALTY FOR EARLY WITHDRAWAL).

8-14 LIVE-IN AIDE

PERSON ESSENTIAL TO THE CARE AND WELL BEING OF AN ELDERLY, DISABLED, OR HANDICAPPED PERSON IS A MEMBER OF AN "ELDERLY FAMILY". THE AIDE WOULD BE A PERSON WHO WOULD NOT BE LIVING IN THE UNIT EXCEPT TO PROVIDE THE NECESSARY SUPPORTIVE SERVICES IN ORDER TO QUALIFY AS "LIVE-IN AIDE." THIS PERSON MAY BE A RELATIVE OR OTHER INDIVIDUAL IF HE OR SHE WOULD NOT BE LIVING IN THE UNIT EXCEPT IN THAT CAPACITY. LIVE-IN AIDE QUALIFIES FOR OCCUPANCY ONLY SO LONG AS THE PERSON FOR WHOM THE AIDE PROVIDES SUPPORTIVE SERVICES RESIDES IN THE UNIT AND THE AIDE DOES NOT QUALIFY FOR CONTINUED OCCUPANCY AS A "REMAINING MEMBER OF A TENANT."

8-15 TOTAL FAMILY INCOME

MEANS INCOME FROM ALL SOURCES OF THE HOUSEHOLD INCLUDING THE FOLLOWING:

- A. THE HEAD OF HOUSEHOLD AND THE SPOUSE.
- B. EACH ADDITIONAL MEMBER OF THE FAMILY RESIDING IN THE HOUSEHOLD WHO IS AT LEAST 18 YEARS OF AGE OR OLDER, REGARDLESS OF FULL-TIME STUDENT STATUS.
- C. THE INCOME OF ABOVE THAT IS ANTICIPATED AS BEING RECEIVED OVER THE NEXT 12 MONTHS.
- D. TOTAL FAMILY INCOME SHALL INCLUDE THAT INCOME OR PORTION THERE OF, OF THE HEAD OF HOUSEHOLD OR SPOUSE, WHO IS TEMPORARILY ABSENT, WHICH, IN THE DETERMINATION OF THE AUTHORITY, IS (OR SHOULD BE) AVAILABLE TO MEET THE FAMILIES NEEDS.
- E. THE TOTAL FAMILY INCOME INCLUDES, BUT IS NOT LIMITED TO, THE

FOLLOWING:

1. THE FULL AMOUNT, BEFORE PAYROLL DEDUCTIONS, OF WAGES & SALARIES INCLUDING COMPENSATION FOR OVERTIME AND OTHER COMPENSATION FOR PERSONAL SERVICES (SUCH AS COMMISSIONS, FEES, TIPS, AND BONUSES).
2. NET INCOME FROM THE OPERATION OF A BUSINESS OR PROFESSION. ANY WITHDRAWAL OF CASH OR ASSETS FROM THE OPERATION OF A BUSINESS OR PROFESSION WILL BE INCLUDED IN INCOME, EXCEPT TO THE EXTENT THE WITHDRAWAL IS REIMBURSEMENT OF CASH OR ASSETS INVESTED IN THE OPERATION BY THE FAMILY. AN ALLOWANCE FOR DEPRECIATION OF ASSETS USED MAY BE DEDUCTED BASED ON STRAIGHT LINE DEPRECIATION. (EXPENDITURES FOR BUSINESS EXPANSION OR AMORTIZATION OF CAPITAL INDEBTEDNESS SHALL NOT BE DEDUCTED TO DETERMINE NET INCOME FROM A BUSINESS.
3. INTEREST, DIVIDENDS AND NET INCOME OF ANY KIND FROM REAL OR PERSONAL PROPERTY WHERE THE FAMILY HAS NET FAMILY ASSETS IN ANY AMOUNT. ANNUAL INCOME SHALL INCLUDE THE GREATER OF THE ACTUAL INCOME DERIVED FROM ALL NET FAMILY ASSETS OR A PERCENTAGE OF THE VALUE OF SUCH ASSETS BASED ON CURRENT PASSBOOK SAVINGS RATES AS DETERMINED BY HUD. IN DETERMINING VALUE OF ASSET, THE COST INCURRED IN DISPOSING OF AN ASSET SHOULD BE DEDUCTED IN THE DETERMINATION OF ITS VALUE.
4. THE FULL AMOUNT RECEIVED FROM SOCIAL SECURITY ANNUITIES, PENSIONS, PERIODIC PAYMENTS FROM INSURANCE POLICIES, RETIREMENT INCOME, PERIODIC BENEFITS FOR DISABILITY OR DEATH, OR OTHER SIMILAR TYPES OF PERIODIC RECEIPTED, INCLUDING A LUMP-SUM PAYMENT FOR THE DELAYED START OF A PERIODIC PAYMENT.
5. PAYMENTS IN LIEU OF EARNINGS, SUCH AS UNEMPLOYMENT AND DISABILITY COMPENSATION AND DISMISSAL WAGES, SOCIAL SECURITY AND WORKER'S COMPENSATION.
6. WELFARE ASSISTANCE PAYMENTS.
7. PERIODIC AND DETERMINABLE ALLOWANCES, SUCH AS ALIMONY AND REGULAR CONTRIBUTIONS OR GIFTS INCLUDING AMOUNTS RECEIVED FROM ANY PERSON NOT IN THE DWELLING.
8. ALL REGULAR PAY, SPECIAL PAYMENTS, AND ALLOWANCES (SUCH AS LONGEVITY, OVERSEAS DUTY, RENTAL ALLOWANCES, ALLOWANCES FOR DEPENDENTS, ETC.) RECEIVED BY A MEMBER OF THE ARMED FORCES WHO IS HEAD OF THE FAMILY, SPOUSE, OR OTHER PERSON WHOSE DEPENDENTS ARE RESIDING IN THE UNIT

EXCEPT HAZARDOUS DUTY PAY TO A FAMILY MEMBER IN THE ARMED FORCES AWAY FROM HOME AND EXPOSED TO HOSTILE FIRE.

9. PAYMENTS TO A HEAD OF HOUSEHOLD FOR SUPPORT OF A DEPENDENT PAYMENTS NOMINALLY TO A DEPENDENT FOR HIS/HER SUPPORT BUT CONTROLLED FOR HIS BENEFIT BY THE HEAD OF HOUSEHOLD, OR A RESIDENT FAMILY MEMBER OTHER THAN THE HEAD, WHO IS RESPONSIBLE FOR HIS/HER SUPPORT, EXCEPT PAYMENTS FOR CARE OF FOSTER CHILDREN.

10. ANY EARNED INCOME TAX CREDIT TO THE EXTENT IT EXCEEDS INCOME TAX LIABILITY.

8-16 ANNUAL INCOME (REVISED 11/87)

DOES NOT INCLUDE THE FOLLOWING:

- A. CASUAL, SPORADIC AND IRREGULAR GIFTS, AND AMOUNTS WHICH ARE SPECIFICALLY RECEIVED FOR OR ARE A REIMBURSEMENT OF, THE COST OF ILLNESS OR MEDICAL CARE.
- B. LUMP SUM ADDITIONS TO FAMILY ASSETS, SUCH AS, BUT NOT NECESSARILY LIMITED TO, INHERITANCE, INSURANCE PAYMENTS INCLUDING PAYMENT UNDER HEALTH AND ACCIDENT INSURANCE AND WORKMAN'S COMPENSATION, CAPITAL GAINS AND SETTLEMENT FOR PROPERTY AND PERSONAL LOSSES.
- C. AMOUNTS OF EDUCATIONAL SCHOLARSHIPS PAID DIRECTLY TO THE STUDENT OR TO THE GOVERNMENT TO A VETERAN FOR USE IN MEETING THE COSTS OF TUITION, FEES, BOOKS, EQUIPMENT, MATERIALS, SUPPLIES, TRANSPORTATION, AND MISCELLANEOUS PERSONAL EXPENSES OF THE STUDENT. ANY AMOUNT OF SUCH SCHOLARSHIP OR PAYMENT TO A VETERAN NOT USED FOR THE ABOVE PURPOSES THAT IS AVAILABLE FOR SUBSISTENCE IS TO BE INCLUDED AS INCOME.
- D. RELOCATION PAYMENTS MADE PURSUANT TO TITLE 2 OF THE UNIFORM RELOCATION ASSISTANCE AND REAL PROPERTY ACQUISITION POLICIES ACT OF 1970.
- E. THE VALUE OF THE COUPON ALLOTMENT FOR THE PURCHASE OF FOOD IN EXCESS OF THE AMOUNT ACTUALLY CHARGED AN ELIGIBLE HOUSEHOLD PURSUANT TO THE FOOD STAMP ACT OF 1964.
- F. AMOUNTS RECEIVED BY A DISABLED PERSON THAT ARE DISREGARDED FOR A LIMITED TIME FOR PURPOSES OF SUPPLEMENTAL SECURITY INCOME ELIGIBILITY AND BENEFITS BECAUSE THEY ARE ASIDE FOR USE UNDER A PLAN TO ATTAIN

SELF-SUFFICIENCY (P.A.S.S.). (INCOME MAY BE DISREGARDED FOR A PERIOD OF 18 MONTHS AND MAY BE EXTENDED TO UP TO 4 YEARS IN SOME CASES.)

G. PAYMENTS RECEIVED BY A PARTICIPANTS IN OTHER PUBLICITY ASSISTED PROGRAMS, (FULL EXPENSES) AS REIMBURSEMENT FOR OUT-OF-POCKET EXPENSES INCURRED (SPECIAL EQUIPMENT), WHICH ARE MADE SOLELY TO ALLOW PARTICIPATION IN A SPECIFIC PROGRAM AND CANNOT BE USED FOR OTHER PURPOSES.

H. THE SPECIAL DUTY PAY TO A FAMILY MEMBER SERVING IN THE ARMED FORCES WHO IS EXPOSED TO HOSTILE FIRE.

I. INCOME OF A LIVE-IN AIDE AS DEFINED.

J. INCOME FROM EMPLOYMENT OF CHILDREN (INCLUDING FOSTER CHILDREN) UNDER THE AGE OF 18 YEARS.

8-17 NET FAMILY INCOME

MEANS TOTAL FAMILY INCOME MINUS THE FOLLOWING:

A. AN EXEMPTION OF \$480.00 FOR EACH MEMBER OF THE FAMILY IN THE HOUSEHOLD (OTHER THAN HEAD OR SPOUSE) WHO IS UNDER 18 YEARS OF AGE, OR WHO IS 18 YEARS OF AGE OR OLDER AND A FULL-TIME STUDENT, DISABLED OR HANDICAPPED.

B. FOR ANY FAMILY THAT IS NOT AN ELDERLY FAMILY BUT HAS A HANDICAPPED OR DISABLED MEMBER OTHER THAN THE HEAD OF HOUSEHOLD OR SPOUSE. HANDICAPPED ASSISTANCE EXPENSES IN EXCESS OF THREE PERCENT OF ANNUAL INCOME, BUT THIS ALLOWANCE MAY NOT EXCEED THE EMPLOYMENT INCOME RECEIVED BY FAMILY MEMBERS WHO ARE 18 YEARS OF AGE OR OLDER AS A RESULT OF THE ASSISTANCE TO THE HANDICAPPED OR DISABLED PERSON.

C. FOR AN ELDERLY FAMILY

1. THAT HAS NO HANDICAPPED ASSISTANCE EXPENSES, AN ALLOWANCE FOR MEDICAL EXPENSES EQUAL TO THE AMOUNT BY WHICH THE MEDICAL EXPENSES EXCEED THREE PERCENT OF ANNUAL INCOME;

2. THAT HAS HANDICAPPED ASSISTANCE EXPENSES GREATER THAN OR EQUAL TO THREE PERCENT OF ANNUAL INCOME, BUT THIS ALLOWANCE MAY NOT EXCEED THE EMPLOYMENT INCOME RECEIVED BY FAMILY MEMBERS WHO ARE 18 YEARS OF AGE OR OLDER AS A RESULT OF THE ASSISTANCE TO THE HANDICAPPED OR DISABLED PERSON; PLUS AN ALLOWANCE FOR MEDICAL EXPENSES

THAT IS EQUAL TO THE FAMILIES MEDICAL EXPENSES;

3. THAT HAS HANDICAPPED ASSISTANCE EXPENSES THAT ARE LESS THAN THREE PERCENT OF ANNUAL INCOME, AN ALLOWANCE FOR COMBINED HANDICAPPED ASSISTANCE EXPENSES AND MEDICAL EXPENSES THAT IS EQUAL TO THE AMOUNT BY WHICH THE SUM OF THESE EXPENSES EXCEEDS THREE PERCENT OF ANNUAL INCOME.

D. A DEDUCTION OF AMOUNT PAID BY THE FAMILY FOR THE CARE OF CHILDREN UNDER 13 YEARS OF AGE DURING THE PERIOD FOR WHICH ANNUAL INCOME IS COMPUTED, BUT ONLY WHERE SUCH CASE IS NECESSARY TO ENABLE A FAMILY MEMBER TO BE GAINFULLY EMPLOYED OR TO FURTHER HIS OR HER EDUCATION. THE AMOUNT DEDUCTED SHALL REFLECT REASONABLE CHARGES FOR CHILD CARE. IN THE CASE OF CHILD CARE NECESSARY TO PERMIT EMPLOYMENT, THE AMOUNT DEDUCTED SHALL NOT EXCEED THE AMOUNT OF INCOME RECEIVED FROM SUCH EMPLOYMENT AND ONLY TO THE EXTENT SUCH AMOUNTS ARE NOT REIMBURSED. (NO PERSON OF THE FAMILY SHALL BE ENTITLED TO MORE THAN ONE EXEMPTION.)

8-18 TENANT RENT

THE RENT CHARGED A TENANT FOR THE USE OF THE DWELLING ACCOMMODATION AND EQUIPMENT (SUCH AS RANGES AND REFRIGERATORS, BUT NOT INCLUDING FURNITURE), SERVICES AND REASONABLE AMOUNTS OF UTILITIES DETERMINED IN ACCORDANCE WITH THE AUTHORITIES SCHEDULE OF ALLOWANCE FOR UTILITIES SUPPLIED BY THE DEVELOPMENT. TENANT RENT DOES NOT INCLUDE CHARGES FOR UTILITY CONSUMPTION IN EXCESS OF THE PUBLIC HOUSING AGENCIES SCHEDULE OR ALLOWANCES FOR UTILITY CONSUMPTION, OR OTHER MISCELLANEOUS CHARGES.

8-19 TOTAL TENANT PAYMENT

TENANT RENT PLUS THE AUTHORITIES ESTIMATE OF THE COST TO THE TENANT OF REASONABLE QUANTITIES OF UTILITIES DETERMINED IN ACCORDANCE WITH THE AUTHORITIES SCHEDULE OF ALLOWANCE FOR SUCH UTILITIES, WHERE SUCH UTILITIES ARE PURCHASED BY THE TENANT AND NOT INCLUDED IN THE TENANT RENT.

8-20 LOWER INCOME FAMILY

MEANS A FAMILY WHOSE TOTAL FAMILY INCOME DOES NOT EXCEED 80 % OF THE MEDIAN INCOME FOR THE AREA WITH ADJUSTMENTS FOR

SMALLER AND LARGER FAMILIES AS DETERMINED BY THE SECRETARY OF HUD.

8-21 VERY LOW INCOME FAMILY

MEANS A FAMILY WHOSE TOTAL FAMILY INCOME DOES NOT EXCEED 50 % OF THE MEDIAN TOTAL FAMILY INCOME FOR THE AREA, WITH ADJUSTMENTS FOR SMALLER AND LARGER FAMILIES AS DETERMINED BY THE SECRETARY OF HUD.

8-22 SUBSTANDARD HOUSING

1) IS DILAPIDATED- A HOUSING UNIT IS DILAPIDATED IF IT DOES NOT PROVIDE SAFE AND ADEQUATE SHELTER AND ENDANGERS THE HEALTH, SAFETY OR WELL-BEING OF A FAMILY OR HAS ONE OR MORE

CRITICAL DEFECTS OR A COMBINATION OF INTERMEDIATE DEFECTS WHICH REQUIRE CONSIDERABLE REPAIR;

- 2) DOES NOT HAVE OPERABLE INDOOR PLUMBING;
- 3) DOES NOT HAVE A USABLE FLUSH TOILET INSIDE THE UNIT FOR THE EXCLUSIVE USE BY THE FAMILY;
- 4) DOES NOT HAVE A USABLE BATHTUB OR SHOWER INSIDE THE UNIT FOR THE EXCLUSIVE USE BY THE FAMILY;
- 5) DOES NOT HAVE ELECTRICITY, OR HAS INADEQUATE OR UNSAFE ELECTRICAL SERVICE OR FIXTURES;
- 6) DOES NOT HAVE A SAFE OR ADEQUATE SOURCE OF HEAT;
- 7) DOES NOT HAVE A KITCHEN;
- 8) HAS BEEN DECLARED UNFIT FOR HABITATION BY A GOVERNMENT AGENCY.

FOR PURPOSES OF EXPLANATION, AN APPLICANT WHO IS A "HOMELESS FAMILY" IS LIVING IN SUBSTANDARD HOUSING.

8-23 HOMELESS FAMILY

THIS INCLUDES ANY INDIVIDUAL OR FAMILY WHO:

- 1) LACKS A FIXED, REGULAR OR ADEQUATE NIGHTTIME RESIDENCE;
- 2) HAS A NIGHTTIME RESIDENCE THAT IS A SUPERVISED PUBLICITY OR PRIVATELY OPERATED SHELTER DESIGNED TO PROVIDE TEMPORARY ACCOMMODATIONS;
- 3) RESIDES IN AN INSTITUTION THAT PROVIDES A TEMPORARY RESIDENCE FOR INDIVIDUALS TO BE INSTITUTIONALIZED;

4) RESIDES IN AN PUBLIC OR PRIVATE PLACE NOT DESIGNED AS A
REGULAR SLEEPING ACCOMMODATION FOR HUMAN BEINGS.

8-24 PAYING IN EXCESS OF 50 % OF INCOME FOR RENT

INCLUDES AS THE DEFINITION OF RENT:

- 1) THE ACTUAL AMOUNT DUE, CALCULATED ON A MONTHLY BASIS,
UNDER A LEASE OR OCCUPANCY AGREEMENT, BETWEEN A FAMILY
AND THE FAMILIES CURRENT LANDLORD; AND
- 2) THE RENSSELAER HOUSING AUTHORITY REASONABLE ESTIMATE OF
TENANT PURCHASED UTILITIES (EXCEPT TELEPHONE AND CABLE T.V.
SERVICE) AND OTHER HOUSING SERVICES THAT ARE NORMALLY
INCLUDED IN RENT (WHERE A LANDLORD REQUIRES A FAMILY TO
PAY FOR WATER AND/OR SEWER CHARGES) OR
- 3) IF THE FAMILY CHOOSES, THE AVERAGE MONTHLY PAYMENTS THAT
IT ACTUALLY MADE FOR THESE UTILITIES AND SERVICES FOR THE
MOST RECENT 12 MONTH PERIOD OR IF INFORMATION IS NOT
OBTAINABLE FOR THE ENTIRE PERIOD, FOR AN APPROPRIATE RECENT
PERIOD.
- 4) AMOUNTS PAID TO OR ON BEHALF OF A FAMILY UNDER ANY
EMERGENCY ASSISTANCE PROGRAM MUST BE SUBTRACTED FROM
THE OTHERWISE APPLICABLE RENTAL AMOUNT TO THE EXTENT THEY
ARE NOT INCLUDED IN THE FAMILIES INCOME.

- EXHIBITS -

EXHIBIT A	INCOME LIMITS
EXHIBIT B	SCHEDULE OF RENTS
EXHIBIT C	APPROVED WELFARE RENT
EXHIBIT D	INCOME RANGES
EXHIBIT E	UTILITY ALLOWANCES NY 33-1,33-2
EXHIBIT F	GRIEVANCE PROCEDURES

EXHIBIT A

-INCOME LIMITS (4/91)-

NUMBER OF PERSONS	LOW INCOME	VERY LOW INCOME
1	\$21,000	\$13,150
2	24,000	15,000
3	27,000	16,850
4	30,000	18,750
5	32,400	20,250
6	34,800	21,750
7	37,200	23,250
8	39,600	24,750

EXHIBIT B - RATIO OF INCOME TO RENTS

MONTHLY RENT	ADJUSTED FAMILY INCOME		MONTHLY RENT	ADJUSTED FAMILY INCOME	
\$1	\$20	59	\$45	\$1780	1819
2	60	99	46	1820	1859
3	100	139	47	1860	1899
4	140	179	48	1900	1939
5	180	219	49	1940	1979
6	220	259	50	1980	2019
7	260	299	51	2020	2059
8	300	339	52	2060	2099
9	340	379	53	2100	2139
10	380	419	54	2140	2179
11	420	459	55	2180	2219
12	460	499	56	2220	2259
13	500	539	57	2260	2299

14	540	579	58	2300	2339
15	580	619	59	2340	2379
16	620	659	60	2380	2419
17	660	699	61	2420	2459
18	700	739	62	2460	2499
19	740	799	63	2500	2539
20	780	819	64	2540	2579
21	820	859	65	2580	2619
22	860	899	66	2620	2659
23	900	939	67	2660	2699
24	940	979	68	2700	2739
25	980	1019	69	2740	2779
26	1020	1059	70	2780	2819
27	1060	1099	71	2820	2859
28	1100	1139	72	2860	2899
29	1140	1179	73	2900	2939
30	1180	1219	74	2949	2979

31	1220	1259	75	2980	3019
32	1260	1299	76	3020	3059
33	1300	1339	77	3060	3099
34	1340	1379	78	3100	3139
35	1380	1419	79	3140	3179
36	1420	1459	80	3180	3219
37	1460	1499	81	3220	3259
38	1500	1549	82	3260	3299
39	1540	1579	83	3300	3339
40	1580	1619	84	3340	3379
41	1620	1659	85	3380	3419
42	1660	1699	86	3420	3459
43	1700	1739	87	3460	3499
44	1740	1779	88	3500	3539

EXHIBIT B - RATIO OF INCOME TO RENTS

MONTHLY RENT	ADJUSTED FAMILY INCOME		MONTHLY RENT	ADJUSTED FAMILY INCOME	
\$89	3540	3579	\$136	5420	5459
90	3580	3619	137	5460	5499
91	3620	3659	138	5500	5539
92	3660	3699	139	5540	5579
93	3700	3739	140	5580	5619
94	3740	4779	141	5620	5659
95	3780	3819	142	5660	5699
96	3820	3859	143	5700	5739
97	3860	3899	144	5740	5779
98	3900	3939	145	5780	5819
99	3940	3979	146	5820	5859
100	3980	4019	147	5860	5899
101	4020	4059	148	5900	5939
102	4060	4099	149	5940	5979
103	4100	4139	150	5980	5619
104	4140	4179	151	6020	6059
105	4180	4219	152	6060	6099
106	4220	4259	153	6100	6139
107	4260	4299	154	6140	6179
108	4300	4339	155	6180	6219
109	4340	4379	156	6220	6259
110	4380	4419	157	6260	6299
111	4420	4459	158	6300	6339
112	4460	4499	159	6340	6379
113	4500	4539	160	6380	6419
114	4540	4579	161	6420	6459
115	4580	4619	162	6460	6499
116	4620	4659	163	6500	6539
117	4660	4699	164	6540	6579
118	4700	4739	165	6580	6619
119	4740	4779	166	6620	6659

120	4780	4819	167	6660	6699
121	4820	4859	168	6700	6739
122	4860	4899	169	6740	6779
123	4900	4939	170	6780	6819
124	4940	4979	171	6820	6859
125	4980	5019	172	6860	6899
126	5020	5059	173	6900	6939
127	5060	5099	174	6940	6979
128	5100	5139	175	6980	7019
129	5140	5179	176	7020	7059
130	5180	5219	177	7060	7099
131	5220	5259	178	7100	7139
132	5260	5299	179	7140	7179
133	5300	5339	180	7180	7219
134	5340	5379	181	7220	7299

EXHIBIT B

MONTHLY RENT	ADJUSTED FAMILY INCOME		MONTHLY RENT	ADJUSTED FAMILY INCOME	
\$183	7300	7339	\$192	7660	7699
184	7340	7379	193	7700	7739
185	7380	7419	194	7740	7779
186	7420	7459	195	7780	7819
187	7460	7499	196	7820	7859
188	7500	7539	197	7860	7899
189	7540	7579	198	7900	7939
190	7580	7619	199	7940	7979
191	7920	7659	200	7980	8019

FAMILIES WITH INCOME IN EXCESS OF \$8019 SHALL BE CHARGED AN ADDITIONAL
\$1 PER MONTH FOR EVERY ADDITIONAL \$40 OF
ANNUAL INCOME OR PART THEREOF.

EXHIBIT C - POLICY

APPROVED WELFARE RENTS (4/1/89) WITHOUT HEAT

APARTMENT SIZE	WELFARE RENT
1 PERSON	\$134.00
2 PERSONS	\$157.00
3 PERSONS	\$164.00
4 PERSONS	\$179.00
5 PERSONS	\$184.00
6 PERSONS	\$189.00
7 PERSONS	\$194.00
8+PERSONS	\$221.00

EXHIBIT D - POLICY

INCOME RANGES

TIER I.....	(\$0 - \$6,700)
TIER II.....	(\$6,701 - \$10,100)
TIER III.....	(10,100 - AND UP)

EXHIBIT E - UTILITY ALLOWANCES NY 33-1

as of 1/14/99

85 AIKEN AVENUE

1 BDR	\$ 92.00
2 BDR	\$126.00
3 BDR	\$156.00
4 BDR	\$190.00

UTILITY ALLOWANCES NY 33-2

PATROON'S DORP

1 BDR	\$ 79.00
2 BDR	\$108.00
3 BDR	\$134.00
4 BDR	\$163.00

EXHIBIT F - GRIEVANCE PROCEDURES

BASICS OF GRIEVANCE PROCEDURE

A. RIGHT TO A HEARING

UPON FILING A WRITTEN REQUEST AS PROVIDED HEREIN, A
COMPLAINANT SHALL BE ENTITLED TO A HEARING.

B. DEFINITIONS

1. PERSON WHO MAY FILE COMPLAINT ANY RESIDENT OF PUBLIC HOUSING WHOSE RIGHTS, DUTIES, WELFARE, OR STATUS ARE/OR MAY BE ADVERSELY AFFECTED BY RENSSELAER HOUSING AUTHORITY ACTION OR FAILURE TO ACT, AND WHO FILES A GRIEVANCE OR COMPLAINT WITH THE RENSSELAER HOUSING AUTHORITY WITH RESPECT TO SUCH ACTION OR FAILURE TO ACT.
2. GRIEVANCE OR COMPLAINT ANY DISPUTE WITH RESPECT TO RENSSELAER HOUSING AUTHORITY ACTION OR FAILURE TO ACT IN ACCORDANCE WITH LEASE REQUIREMENTS, OR ANY RENSSELAER HOUSING AUTHORITY, ACTION OR FAILURE TO ACT, INVOLVING INTERPRETATION OR APPLICATION OF THE RENSSELAER HOUSING AUTHORITY REGULATIONS, POLICIES OR PROCEDURES WHICH AFFECT THE RIGHTS, DUTIES, WELFARE, OR STATUS OF THE COMPLAINANT.

C. ELEMENTS OF SOUND GRIEVANCE PROCEDURES

- | | |
|----------------|---------------------------|
| 1. SIMPLE | 4. NEUTRAL |
| 2. INDEPENDENT | 5. FAIR |
| 3. UNIFIED | 6. GUARANTEES DUE PROCESS |

D. ELEMENTS OF DUE PROCESS

1. ADEQUATE NOTICE TO ALL PARTIES OF HEARING'S TIME, DATE, AND PROCEDURE.
2. REASONABLE TIMING.
3. AN IMPARTIAL DECISION MAKER.
4. RIGHT OF BOTH PARTIES TO REPRESENTATION.
5. RIGHT OF BOTH PARTIES TO PRESENT EVIDENCE.
6. RIGHT OF EACH TO QUESTION EVIDENCE PRESENTED.

7. DECISION MADE STRICTLY ON THE BASIS OF EVIDENCE OF RECORD.

GRIEVANCE HEARING PROCEDURE

-FIRST STAGE-

THE SUBMISSION OF A WRITTEN COMPLAINT

THE COMPLAINANT SHALL BE GIVEN AN OPPORTUNITY FOR A HEARING WITH AN IMPARTIAL INDIVIDUAL OR A HEARING PANEL IF HE/SHE FILES A WRITTEN COMPLAINT WITHIN 10 BUSINESS DAYS AFTER THE ALLEGED OR INCIDENT HAS OCCURRED.

IF COMPLAINANT IS A RESIDENT OF RENSSELAER HOUSING AUTHORITY THE WRITTEN GRIEVANCE MUST BE PRESENTED TO THE MANAGER OF THE DEVELOPMENT WHERE THE TENANT RESIDES. IF COMPLAINANT IS AN APPLICANT, THE WRITTEN GRIEVANCE MUST BE PRESENTED TO THE EXECUTIVE DIRECTOR.

DURING THE PERIOD OF PRESENTATION, A GRIEVANCE MAY BE INFORMALLY DISCUSSED WITH MANAGEMENT IN AN EFFORT TO SETTLE THE COMPLAINT WITHOUT A HEARING.

THE WRITTEN NOTICE SHOULD INCLUDE A DESCRIPTION OF THE ALLEGED INCIDENT OR CONDITION, WHERE THE INCIDENT OCCURRED, THE DATE OF THE INCIDENT AND WHO WAS INVOLVED. THE COMPLAINANT SHOULD STATE THE ACTION SOUGHT FROM THE AUTHORITY.

A COPY OF THE GRIEVANCE SHALL BE RETAINED BY THE COMPLAINANT, DATED AND TIME STAMPED UPON ITS RECEIPT AT THE DEVELOPMENT.

-SECOND STAGE -

THE REQUEST FOR A HEARING

A WRITTEN REPLY TO THE GRIEVANCE SHALL BE ISSUED BY THE APPROPRIATE OFFICIALS WITHIN TEN (10) WORKING DAYS OF RECEIPT OF NOTICE. A COPY SHALL BE RETAINED FOR FILED. THE REPLY SHALL SPECIFY THE PROPOSED ACTION TO THE COMPLAINANT AND THE REASONS THEREFORE; THE RIGHT OF THE COMPLAINANT TO A HEARING AND THE PROCEDURE BY WHICH A HEARING MAY BE OBTAINED.

SHOULD THE COMPLAINANT BE DISSATISFIED WITH THE REPLY, HE/SHE MAY REQUEST A HEARING, IN WRITING. THIS WRITTEN REQUEST MUST BE MADE WITHIN 10 BUSINESS DAYS OF THE DATED REPLY AND PRESENTED TO THE RESIDENT'S MANAGER OR THE EXECUTIVE DIRECTOR.

A HEARING SHALL THEN BE SCHEDULED PROMPTLY. THE COMPLAINANT SHALL BE INFORMED IN WRITING OF THE LOCATION, DATED, AND TIME OF HEARING.

IF THE COMPLAINANT DOES NOT REQUEST A HEARING WITHIN THE TIME PERIOD ALLOWED, THEY THEN FORFEIT THEIR RIGHTS TO THE HEARING AND THE RENSSELAER HOUSING AUTHORITIES PROPOSED ACTION OF THE GRIEVANCE BECOMES FINAL. THIS SHALL NOT PREVENT THE COMPLAINANT FROM CONTESTING THE AUTHORITIES DECISION REGARDING THE GRIEVANCE IN AN APPROPRIATE JUDICIAL (COURT) PROCEEDING.

THE HEARING PANEL SHALL CONSIST OF:

- A) ONE REPRESENTATIVE OF THE COMPLAINANT'S CHOICE (THE INDIVIDUAL SHALL NOT BE A RELATIVE, EMPLOYER, OR EMPLOYEE OF THE COMPLAINANT),
- B) A THIRD IMPARTIAL MEMBER JOINTLY SELECTED BY THE REPRESENTATIVE OF THE COMPLAINANT AND THE AUTHORITY.

THE THIRD MEMBER WILL SERVE AS THE HEARING PANEL OFFICER.

IF THE 2 REPRESENTATIVES FAIL TO AGREE ON THE THIRD IMPARTIAL MEMBER, THIS MEMBER SHALL BE APPOINTED BY THE NATIONAL CENTER FOR DISPUTE SETTLEMENT OF THE AMERICAN ARBITRATION ASSOCIATION.

- A) THE IMPARTIAL OR DISINTERESTED MEMBER OF THE PANEL MAY NOT BE AN OFFICER OR AN EMPLOYEE OF THE RENSSELAER HOUSING AUTHORITY OR ANY OF ITS DEVELOPMENT PROGRAMS NOR A RESIDENT OF THE RENSSELAER HOUSING AUTHORITY.
 - B) THERE SHALL BE NO RELATIVE OF THE COMPLAINANT ON THE PANEL WHICH HEARS THE COMPLAINT NOR SHALL ANY RENSSELAER HOUSING OFFICER OR EMPLOYEE WHOSE DUTIES AND RESPONSIBILITIES INVOLVE HIM/HER IN ANY WAY WITH THE GRIEVANCE ISSUE, BE ALLOWED TO SIT AS A MEMBER OF THE HEARING PANEL FOR THAT PARTICULAR HEARING
- SAMPLE OF A GRIEVANCE HEARING PROCEDURE:

COMPLAINANT

MANAGEMENT

HEARING AGENT

MEMBER 1

MEMBER 2

DECISION AND/OR RECOMMENDATION

-THIRD STAGE-

THE HEARING PROCEDURE

A. ALL PARTIES SHALL BE ENTITLED TO A FAIR HEARING BEFORE THE HEARING PANEL AND MAY BE REPRESENTED BY COUNSEL OR ANOTHER PERSON CHOSEN AS A REPRESENTATIVE.

B. THE HEARING SHALL BE PRIVATE UNLESS THE COMPLAINANT REQUESTS AND THE HEARING PANEL AGREES TO A PUBLIC HEARING. THIS SHALL NOT LIMIT ATTENDANCE OF PERSONS WITH A VALID INTEREST IN THE PROCEEDINGS.

C. THE COMPLAINANT MAY EXAMINE BEFORE THE HEARING AND AT HIS EXPENSE, COPIES OF ALL DOCUMENTS, RECORDS, AND THE REGULATIONS OF THE RENSSELAER HOUSING AUTHORITY THAT ARE RELEVANT TO THE HEARING. IF, AFTER THE COMPLAINANT HAS REQUIRED A DOCUMENT IN ADVANCE OF THE HEARING, AND IF THIS DOCUMENT IS NOT MADE AVAILABLE AT THE TIME OF HEARING, THE RENSSELAER HOUSING AUTHORITY MAY NOT RELY ON SAID DOCUMENTS AS EVIDENCE AT THE HEARING.

D. ALL HEARINGS, WILL BE RECORDED FOR THE PURPOSE OF AN ACCURATE TRANSCRIPT OF THE HEARING PROCEDURES. THE COMPLAINANT MAY REQUEST, IN ADVANCE OF THE HEARING PROCEDURES. THE COMPLAINANT MAY REQUEST, IN ADVANCE OF THE HEARING DATE, A COPY OF THE HEARING TRANSCRIPT AT HIS/HER EXPENSE.

E. IF A COMPLAINANT FAILS TO APPEAR AT A HEARING WITHOUT JUSTIFIABLE REASON, THE PANEL MAY MAKE A DETERMINATION THAT THE COMPLAINANT HAS WAIVED HIS RIGHT TO A HEARING. HOWEVER, THIS DETERMINATION BY THE PANEL SHALL NOT CONSTITUTE A WAIVER OF THE COMPLAINANT'S RIGHT TO CONTEST THE RENSSELAER HOUSING AUTHORITY DECISION OF HIS GRIEVANCE IN AN APPROPRIATE JUDICIAL (COURT) PROCEEDING.

F. AT THE HEARING, THE COMPLAINANT IS REQUIRED TO PRESENT HIS/HER EVIDENCE FIRST. THE BURDEN OF PROOF IS THEN OF THE RENSSELAER HOUSING AUTHORITY TO JUSTIFY THE ACTION OR INACTION PROPOSED IN REPLY TO THE COMPLAINANT'S GRIEVANCE. THE COMPLAINANT MAY

THEN PRESENT EVIDENCE AND ARGUMENTS IN SUPPORT OF HIS COMPLAINT. EVIDENCE RELIED ON BY THE RENSSELAER HOUSING AUTHORITY MAY BE DISPUTED AND CROSS-EXAMINED BY THE HEARING PANEL SHALL BE INFORMAL.

THE COMPLAINANT MAY PRESENT ADDITIONAL EVIDENCE TO THE PANEL WHICH ONLY RELATES TO THE ALLEGED GRIEVANCE.

-FOURTH STAGE-

DECISIONS OF THE HEARING PANEL

- A. THE DECISION OF THE HEARING PANEL SHALL BE BASED SOLELY AND EXCLUSIVELY UPON THE FACTS PRESENTED AT THE HEARING AND UPON APPLICABLE RENSSELAER HOUSING AUTHORITY POLICY AND HUD REGULATIONS. THE DECISION OF THE HEARING PANEL SHALL BE FINAL.
- B. IF BOTH PARTIES REACH AN AGREEMENT PRIOR TO THE HEARING DATE, THE PARTIES SHALL PREPARE A PROPOSED DECISION AND SHALL SUBMIT THE PROPOSED DECISION TO THE HEARING PANEL FOR CONSIDERATION.
- C. THE HEARING PANEL SHALL PREPARE ITS WRITTEN DECISION, INCLUDING A STATEMENT OF FINDINGS AND CONCLUSIONS; AS WELL AS REASONS ON ALL MATERIAL ISSUES RAISED BY BOTH PARTIES. THIS SHALL BE DONE WITHIN A 10 DAY PERIOD AFTER THE DATE OF HEARING. COPIES OF THE DECISION SHALL BE MAILED OR DELIVERED TO THE PARTIES INVOLVED.
- D. THE WRITTEN DECISION OF THE HEARING PANEL WITH ALL NAMES AND IDENTIFYING REFERENCES DELETED, SHALL BE MAINTAINED ON FILE BY THE RENSSELAER HOUSING AUTHORITY AND MADE AVAILABLE FOR INSPECTION.
- E. ANY JUDICIAL DECISION OR RELATED SETTLEMENT PERTAINING TO THE DECISION OF THE HEARING PANEL SHALL ALSO BE MAINTAINED ON FILE BY THE RENSSELAER HOUSING AUTHORITY AND MADE AVAILABLE FOR INSPECTION.
- F. IF THE DECISION IS IN FAVOR OF THE COMPLAINANT, THE RENSSELAER HOUSING AUTHORITY SHALL PROMPTLY TAKE ALL ACTIONS NECESSARY TO CARRY OUT SUCH DECISION OR REFRAIN FROM ANY ACTION PROHIBITED BY SUCH DECISION UNLESS THE BOARD OF COMMISSIONERS OF THE RENSSELAER HOUSING AUTHORITY DETERMINES AND NOTIFIES THE

COMPLAINANT IN WRITING WITHIN 30 DAYS, THAT THE HEARING PANEL HAS
ACTED ARBITRARILY OR EXCEEDED ITS AUTHORITY. IN SUCH EVENT, THE
HEARING PANEL DECISION MAY BE JUDICIALLY REVIEWED.

-FIFTH STAGE-

APPEALS FROM THE HEARING PANEL DECISION

APPEALS FROM THE HEARING PANEL DECISION WHICH IS IN FAVOR OF THE RENSSELAER HOUSING AUTHORITY MAY BE FURTHER ACTED UPON BY THE COMPLAINANT THROUGH JUDICIAL PROCEEDINGS. IN SUCH JUDICIAL PROCEEDINGS, THE RENSSELAER HOUSING AUTHORITY WILL BE PREVENTED FROM TAKING ACTION AGAINST THE COMPLAINANT UNTIL THE COURT MAKES FINAL RULING.

-SIXTH STAGE-

NOTICE TO VACATE PREMISES

THE RENSSELAER HOUSING AUTHORITY MAY SEND OUT A NOTICE TO VACATE PREMISES FOR REASONS OTHER THAN NON-PAYMENT OF RENT. THE TENANT MAY REQUEST A HEARING BEFORE THE HEARING PANEL IF THIS MATTER CAN NOT BE SETTLED INTERNALLY. THE TENANT MUST FOLLOW THE STEPS SET FORTH IN THE GRIEVANCE PROCEDURE TO OBTAIN A HEARING.

IF THE HEARING PANEL DECIDES IN FAVOR OF THE RENSSELAER HOUSING AUTHORITIES PROPOSED ACTION, THE AUTHORITY WILL SEND IN WRITING, A FORMAL NOTICE TO VACATE PREMISES WITH A SPECIFIED DATE. WHEN SUCH NOTICE TO VACATE IS GIVEN TO THE RESIDENT, HE/SHE MUST BE INFORMED IN WRITING THAT:

- A) IF HE FAILS TO VACATE THE PREMISES BY THE SPECIFIED DATE, APPROPRIATE ACTION WILL BE BROUGHT AGAINST THE TENANT.
- B) IF THE SUIT IS BROUGHT AGAINST HIM, HE MAY BE REQUIRED TO PAY COURT COSTS AND ATTORNEY FEES INCURRED.
- C) IF HE CHOOSES TO CONTEST THE LEGAL ACTION, THE RENSSELAER HOUSING AUTHORITY MUST PROVE THAT THE REASON(S) FOR EVICTION ARE OF GOOD CAUSE UNDER THE APPLICABLE LAW, RULES AND REGULATIONS.

RENSSELAER HOUSING AUTHORITY

MAINTENANCE WORK PLAN

TABLE OF CONTENTS

Introduction.....	3
Description of Maintenance Operation	3
Maintenance Work Priorities	4
Work Order Processing System	5
Emergency Maintenance Service	6
Resident Service Requests	7
Turnaround of Vacant Units	7
Preventive Maintenance Programs	8
Scheduled Routine Maintenance	12
Evaluation of Maintenance Operation	16
Additional Maintenance Requirements	18

ATTACHMENTS

A	Maintenance Work Order Log
B	Vacancy Log
C	Instructions and Checklist for Cleaning Vacant Dwellings
D	Schedule for Annual Preventive Maintenance Inspections
E	Unit Inspection Reports
F	Preventive Maintenance Inspection Report
F-1	Annual Inspection Log
G	Quality Control Inspection Sheet
G-1	Report of Quality Test Checks
H	Work Order
I	Schedule of Charges to Residents
J	24 CFR 982.401 - HQS Standard
K	Local Code 1242 - Physical Standard

INTRODUCTION

The primary goal of a Public Housing Authority is to provide it's low-income residents housing that is decent, safe and sanitary. To achieve that goal it is essential that an Authority's maintenance operation be adequately planned, staffed and implemented, with results evaluated. Maintenance of all physical facilities is both a service provided to residents and an obligation specified in the dwelling lease.

A comprehensive formal maintenance plan is essential to a well integrated maintenance program that is efficient and effective. Such a plan must include: an organizational structure and clear assignment of responsibilities; work priorities; procedures for performing work and performance standards; a work order system that records **all** work performed (*See Attachment "H"*); a process that permits timely and overall maintenance operation and individual employee job performance. A systematic and efficient maintenance program keeps a PHA's physical facilities in good condition, extends their useful life and results in lower operating and maintenance costs.

The Rensselaer Housing Authority is responsible for maintaining the physical condition of 146 rent dwelling units as well as for all non-dwelling facilities and grounds. Performing quality maintenance in a timely manner is a priority of the Rensselaer Housing Authority. This Plan addresses the following areas:

- General description of maintenance operation
- Maintenance work priorities
- Work order processing system
- Emergency maintenance service
- Resident service requests
- Turnaround of vacant units
- Preventive maintenance
- Routine scheduled maintenance
- Evaluation of maintenance operation
- Additional maintenance requirements

DESCRIPTION OF MAINTENANCE OPERATION

The Rensselaer Housing Authority uses a centralized system to provide all maintenance services. The main maintenance facility is located adjacent to the Authority Main Office. All service requests from residents at the 2 housing developments are received at this location and work orders for **all** work performed by the maintenance staff are prepared at the main facility.

The main facility houses the maintenance stockroom while a garage across from the maintenance office provides space for keeping maintenance vehicles overnight and on weekends. The maintenance work force is composed of the following full time personnel:

Maintenance Superintendent	1
----------------------------	---

Maintenance Mechanic	1
HQS Housing Inspectors/Office Staff	3
Total	

All maintenance personnel report to the main facility each work morning, sign in, receive work assignments from the Maintenance , replenish repair items needed and pick up their assigned vehicle, as well as being responsible for maintaining an adequate stock of materials and supplies needed to perform required maintenance repairs. At the end of the work day, personnel to return to main facility and sign out. The 2-3 staff members perform maintenance tasks. The Maintenance Mechanic is primarily responsible for vacancy work orders and accomplishing work orders generated by resident service requests. They also perform work generated by inspections of vacated units and annual inspections. ***See Attachment “E” for a sample form.***

All maintenance work orders are prepared by the Office staff and move-out inspections are made by one of the HQS Inspectors. The Authority’s HQS Housing Inspector makes annual inspections of dwelling units.

MAINTENANCE WORK PRIORITIES

One of the key factors of an effective and efficient maintenance operation is establishing priorities so that more urgent requirements are accomplished before routine needs. The priorities will minimize liabilities, maximize occupancy, rental income and anticipate needs. Maintenance work at the Rensselaer Housing Authority will be accomplished in accordance with the following work categories.

1. Emergency maintenance
2. Resident requested services
3. Turnaround of vacant units
4. Preventative and scheduled maintenance

Emergency Work Orders

Emergency items are those that pose a serious health or life-threatening situation to residents or Authority staff and/or could cause serious property damage. These work orders will be completed within an average of 6 hours.

Resident Requested Services

This work includes all requests for maintenance services, other than emergencies, submitted by residents. This is for routine work that is not anticipated by maintenance. The urgent category includes repair needs which are a major inconvenience or hardship to the resident and/or could result in health or safety hazards or property damages. The routine category includes all repair needs which are of a low priority and must be completed within 24

working days.

Turnaround of Vacant Units

Preparation of vacant units by maintenance will be accomplished within an **average** of fourteen days. This includes units requiring only minor repairs and those requiring extensive rehabilitation.

Preventive and Scheduled Routine Maintenance

Preventive maintenance includes all tasks that must be performed on a regular basis to determine condition of dwelling units and grounds. Scheduled routine maintenance includes tasks that will eventually need attention but can be performed under a planned timetable.

WORK ORDER PROCESSING SYSTEM

Work orders provide the means to determine the source of all work, the nature and priority of work performed, cost to the PHA in staff, materials and time taken to perform all and specific maintenance tasks. Work orders are prepared by the Office Staff for **all** service requests and for **all** other work performed by the maintenance staff. Work order numbers are assigned by the computer and four copies are printed. Work will be accomplished within the time performance standards cited above under Maintenance Work Priorities. Work orders will be process in the following manner:

Emergency Work Request

When the Office Staff receives an emergency work request, he/she prepares a work order and immediately contacts the Maintenance Department by radio/pager. The Maintenance staff then goes to the site, verifies existence of an emergency and completes the work, or requests required contract services to do the work. Based on the extent of the emergency conditions, the Maintenance Department may ask Housing Management to temporarily relocate the family. The Maintenance Department completes and signs work orders after work is completed.

Resident Service Requests

All resident requests are called in to the Office Staff at the Main Office facility. The Office Staff prepares work orders, assigns work order numbers and schedules. The Office Staff enters the request in a Work Order Log in numerical order for control and management purposes. The Work Order Log is kept on a monthly basis. *See "Attachment A" for copy of Work Order Log.*

The Maintenance Superintendent assigns work orders to appropriate maintenance staff. The employee that performs the work completes the order and notes on the form whether resident is to be charged for work. Three copies of the order are given to maintenance and the other copy is retained by the Project manager; residents receive a copy of completed work orders. The Office Staff enters appropriate information from the completed order in the Work Order Log and then files the work order in numerical sequence. Copies of work orders with charges to residents are forwarded to the

Maintenance Billing Department for billing purposes. The Maintenance Superintendent must turn in all completed work orders to the Office Staff each work day for processing. *See "Attachment I" below for listings of charges for services to residents.*

Requests From Other Sources

The Office Staff prepares work orders generated as a result of scheduled routine preventive maintenance activities and dwelling unit inspections. The Maintenance Superintendent assigns these work orders to appropriate staff members. These work orders are processed in the same manner as those for resident service requests.

The next five sections describe the four priorities of maintenance work and the general process for accomplishing: emergency maintenance, resident service requests, turnaround of vacant units and preventive or scheduled maintenance.

EMERGENCY MAINTENANCE SERVICE

Emergency work orders are prepared when situations arise that could cause injury, loss of life or seriously threaten health of residents and Authority staff, or cause serious property damage. Emergency service is provided twenty-four hours a day/seven days a week. The following are examples of emergency situations:

- No heat
- No water
- Extensive fire damage
- Electrical power failure and exposed electrical lines
- Flooded dwelling unit
- Broken gas line or leak
- Broken water heater
- Broken water faucet
- Broken PHA-owned water main line
- Clogged or broken main sewer lines
- Loose ceiling
- Broken door locks (entry)
- Toilet back-up or overflow
- Broken stairs or railings that may result in injury
- Inoperable fire alarms or equipment
- Broken or missing windows that jeopardize security or could cause injury or major loss of heat.
- unsecured vacant units which may attract vandalism and criminal activity.

General Process

All emergency work will be covered by a work order prepared by the Office Staff. The Maintenance Superintendent is responsible for ensuring that work is completed and for completing the work order form. **Emergency work orders are to be completed within an average of 24 hours.**

RESIDENT SERVICE REQUESTS

In addition to request for emergency services, residents submit requests for repairs that are considered **Routine**. The urgent category includes repair needs which may be a major inconvenience or hardship to residents, or which could, if left unabated, result in safety hazards and/or property damage. Unlike emergencies, conditions do not pose an immediate threat to life, health or safety. The following are examples of routine repair needs:

- Inoperable range or refrigerator
- Toilet or sink stoppage without back-up or overflow
- malfunctioning door lock (no security risk)
- Broken/missing glass which does not threaten safety or health
- Partial disruption of electrical services
- Lock change
- Extermination services
- Partially inoperable range or refrigerator
- Dripping faucet
- Cracked windows
- Burned-out light bulbs

General Process

Routine resident service requests will be processed as described in the section on the work order processing system. **Routine orders are to be completed within 25 working days.**

Proper implementation of the preventive and routine scheduled maintenance programs should decrease the volume of requests received from residents and make maintenance a planned operation, rather than an operation that is fueled by resident requests.

TURNAROUND OF VACANT UNITS

Timely turnaround of vacant units to maximize rental income and reduce vandalism/criminal activity is a primary objective of the Rensselaer Housing Authority. The goal is for maintenance to prepare vacant units for re-occupancy within an average of seven calendar days and the units to be re-rented within an average of 14 days. A turnaround average of 20 days or less earns the PHA an “A” under HUD’s PHMAP criteria. To accomplish this goal, maintenance and management must work closely in quickly identifying vacancies, preparing units and renting them promptly. This will be accomplished in the following manner:

A. Inspection of Unit

Units will be inspected by the HQS Housing Inspector on the day residents are scheduled to vacate. The Inspector will complete the Unit Inspection Form (Form 23), and have the resident certify the condition of the unit on the Form. In cases where the resident vacates without notice, the Inspector shall perform the move-out inspection within twenty-four (24) hours of learning of the vacancy. During inspections, the Inspector shall note on the Inspection Form all items which must be repaired and complete the Schedule of Charges on Move-Out if any damages are to be charged to the resident’s account. The HQS

Housing Inspector provides this information to the Office Staff for preparation of work orders.

B. Preparation of Units

1. The Maintenance Superintendent will enter the vacant unit on the Vacancy Log and track the unit through the preparation and re-occupancy phases shown on the Log. ***See Attachment B for copy of Vacancy Log.***
2. The unit shall be cleaned and door locks re-keyed by Maintenance Staff the day the unit is vacated. If the unit was vacated without notice, the unit shall be secured within 24 hours of the inspection. Maintenance Staff shall perform all of the clean-up tasks shown on ***Attachment C*** and use this form as a checklist to ensure that all areas are covered.
3. The work orders prepared as a result of the unit inspection shall be distributed to the appropriate personnel by the Maintenance Superintendent. The assigned staff will complete the required work and process work orders as prescribed earlier.
4. A unit will be deemed ready for occupancy **only** if the range and refrigerator have been thoroughly cleaned, kitchen sink and tub (shower) scoured, bathroom equipment washed, unit painted only if necessary, paint spots removed and the unit swept, mopped and exterminated.
5. The Maintenance Superintendent and the HQS Housing Inspector shall perform the final inspections of units. If all work is completed, following this inspection, the Site manager shall accept the units as ready to rent. If the unit is not accepted, the Maintenance Superintendent must see that the desired work is completed.
6. Site Management will rent units within an average of seven days after they are prepared, preferably on Wednesdays or Thursdays to avoid ready units being vacant on weekends.
7. After unit is accepted by new residents, a move-in inspection will be conducted by the Site Manager and the resident(s).

PREVENTIVE MAINTENANCE PROGRAM

A Preventive Maintenance Program (PMP) is a key and essential part of the Rensselaer Housing Authority's maintenance operation. The goal of the PMP is to maintain Authority property in good repair and appreciably extend its useful life by ensuring repairs are made prior to breakdown. It will minimize damage, repair costs and result in lower operating expenses. The PMP is based on a system of uniformly performed maintenance inspections. The Program, which includes dwelling units and buildings and service systems, will be implemented as follows:

DWELLING UNITS

A. Dwelling Unit Inspections (Note: All units shall meet the requirements of the CFR.982.401 and any local code requirements.)

1. Prior to the beginning of the Authority's fiscal year, the HQS Housing Inspector will develop a schedule for conducting inspections of all occupied dwelling units.

- Inspections will be scheduled over the 12 months of the fiscal year. This should prevent backlogs of work orders generated as a result of inspections.
2. Dwelling units will be inspected based upon the schedule shown in “**Attachment D**”. The HQS Housing Inspector will provide the Office staff with a list of units to be inspected in the upcoming week. The HQS Housing Inspector will notify residents of the inspection by letter at least 3 days prior to the visit. An HQS work order will be prepared for each unit to be inspected.
 3. The HQS Housing Inspector will use a Rensselaer Housing Authority Program Inspection Checklist results of unit inspections. The HQS Housing Inspector will list all needed repairs on the Inspection Checklist in enough detail to enable preparation of work orders.
 4. The HQS Housing Inspector will perform the inspection in the following manner:
 - a. Knock on the door, state the purpose of the visit and politely ask for admittance. If no one is home, the HQS Housing Inspector will let herself in, perform the inspection and leave a **Maintenance Entry Slip** for the resident.
 - b. If the resident is home, the HQS Housing Inspector should ask if there is anything that is malfunctioning or that requires maintenance.
 - c. Fill out the HQS Inspection Checklist, note whether elements require attention or were in good repair and that the unit has been checked.
 - d. Make a note of additional work needed. A new work order must be generated for all items that will require work.
 - e. Note which repair items should be charged to the resident and the cost. Before departing the unit, advise the residents of any applicable repair violations.
 - f. If the residents are home, have them sign the **Inspection Form**.
 - g. If the residents are not home, leave a **Maintenance Entry Slip**.
 5. In each unit, the housing Inspector will check the following items:
 - a. **Faucets.** Inspect for their general condition (e.g. leaks, peeling, faded chrome, missing parts, etc.). Handles should be adjusted for proper closure without excess force.
 - b. **Gas Ranges.** Inspect for strong gas odor, missing burners or knobs, oven door closure, gas cock adjustment, a gas flame adjustment, oven spring tension, top and oven burner condition. If the condition is caused by resident neglect, or lack of care, the problem will be noted on the Inspection Checklist, as well as reported to the Site Manager.
 - c. **Electric Ranges.** Inspect for missing burners or knobs, oven door closure, oven spring tension, top and oven burner condition. If the condition is caused by resident neglect or lack of care, the problem will be noted on the HQS Inspection Checklist and reported to the Site Manager.
 - d. **Hardware.** Check entrance door hinges for spring tension closure. Unit door locks, knobs, strike plates and stops will be checked for fastening, alignment and work ability. Door cylinders will be checked for proper key way and pinning to the unit master key. Cabinet hinges, friction catches and pull handles will be inspected for proper closure, fastening and alignment.
 - e. **Vinyl composite (VCT) Tile.** The general condition of floor tile will be

noted on the Checklist. When indentations, cracks and bumps are found, note the color, quantity and size of material and the room where tile replacement is necessary.

- f. **Ceramic Tile.** The general condition of floors and walls will be noted on the Form. When cracked, broken or missing tile is found, note the color, quantity and size of material needed for the repair.
- g. **Electrical.** Switches will be operated to check their work ability and identify missing cover plates. Call for emergency replacement if hazardous conditions exist. If there are indications of tampering with fuse boxes (or circuit breakers), note this on the Checklist and report this to the Maintenance Superintendent.
- h. **Plumbing Fixtures.** Inspect for fastenings, work ability, operation, water tightness, flow to and from the fixtures and for leaks to and from fixtures. Combination sinks, drain boards, bathtubs and washbasins will be inspected for damage, wear or chipping. The extent of damage will be recorded on the Inspection Checklist for disposition by the Maintenance Superintendent Inspect toilet valves, flapper balls, flush tanks, flush tank covers and toilet bowls for cracks and chips. If repair is needed, a notation will be made on the Inspection Checklist.
- i. **Refrigerators.** Check for secure door closure, thermostat operation, freezing capability, the need for hinge lubrication and general condition. If found to be in poor condition caused by lack of care or abuse, the problem will be noted on the Inspection Checklist.
- j. **Smoke Detectors.** Test smoke detectors by pressing test button. If detector has been disabled by resident, render operable and make a note on the HQS Inspection Checklist. If smoke detector is inoperable, call Dispatcher for emergency repairs. Check and note the condition of fire extinguishers, if applicable.
- k. **General Unit Condition.** Note general condition of the entire unit. The following items will be checked and a notation entered on the Inspection Checklist:
 - Is unit unsanitary? If so, give details.
 - If units have washing machine connections check for wall or floor fastening and for fixed connections to water supply and drainage.
 - Are clothes drying on a radiator or a clothesline in the unit?

B. Performing Repairs

1. The Maintenance Superintendent will review the completed Inspection Checklists and will submit them to the Office Staff who is responsible for preparing related work orders. These work orders will be categorized as generated by Unit Inspections.
2. Repairs required on the resulting work orders will be performed by appropriate maintenance personnel.
3. The Maintenance Superintendent shall spot check items on the Inspection Checklist for condition, service and completion of required repairs.
4. The Maintenance will also talk to the residents and ask the following questions:
 - a. Was the Housing Inspector who inspected your unit polite?

- b. Did the maintenance staff perform their work in a neat and orderly fashion?

The follow-up information will be filed in the unit folder which is kept in the Maintenance Department.

BUILDINGS AND SYSTEM INSPECTIONS

As with dwellings units, the goal in this area is to regularly inspect and maintain the property in good repair to ensure their maximum life by correcting problems before they become serious. This in turn will lower the Authority's operating costs. These tasks will be performed as follows:

A. Buildings

The Maintenance Superintendent will inspect each building and all facilities at least monthly. This will include the complete building envelope, consisting of roofs, overhangs, exterior walls, windows, doors, railings and infestation. At each development, inspection will include all grounds keeping, playground equipment, picnic tables, roads, walkways and the drainage system. Particular attention will be given to evidence of sewer problems, gas leaks, electrical drops and gas meter installations. The Maintenance Superintendent will report needed work found to the Office Staff and will indicate the exact location of needed repairs or replacements. The Office Staff will prepare work orders for the required work.

B. Heating and Cooling Systems

All of the Authority's heating systems will be inspected during the months of October and November. Units will receive preventive maintenance service and will be prepared for cold weather. Cooling systems will be inspected in February and March to prepare for hot weather. The preventive maintenance inspections, service to heating and cooling systems will be scheduled via the Maintenance Department along with the work order system.

C. Equipment or System

When a new piece of equipment or system is purchased, a file will be started that shows all recommended preventive maintenance servicing dates, parts listings, service centers, etc. This information is recorded for use in planning and scheduling preventive maintenance. A copy of the work order, which confirms the performance of scheduled maintenance, or the repair, or replacement of any parts, will be placed in the file to establish a record of all work performed on the equipment or systems.

General Process

All preventive maintenance work performed daily, weekly, monthly and quarterly on dwelling units, buildings and systems scheduled and authorized by a work order. All such work orders are prepared by the Office Staff and distributed to appropriate maintenance staff by the Maintenance Superintendent. The Office Staff tracks and monitors orders from inception to completion of work and retains documentation of work performed. **Non-emergency work orders that result from preventive maintenance inspections shall be completed within 20 days from date of inspection.**

SCHEDULED ROUTINE MAINTENANCE

Work in this category includes maintenance tasks which can be anticipated, planned and can be placed on a regular schedule for performance. These tasks include pest extermination, painting, lawn care, landscaping, vehicular/equipment maintenance, janitorial/ground services, trash dumpster washing, maintenance of protective equipment, such as fire extinguishers and security lights. These tasks will be accomplished in the following manner:

A. Pest Extermination. Control of pests and rodents is essential to maintain the safety and sanitation of dwelling units:

1. The Maintenance Superintendent shall schedule extermination requirements and rotations of pesticides for each development.
2. Office Staff shall be furnished approved schedules ten days prior to the first extermination date. The Office Staff will prepare appropriate work orders.
3. Site management is responsible for notifying the residents and assuring that apartments are properly prepared.
4. All developments will be treated for pests no less than two times within a one year cycle.
5. Properties will be baited for rodent extermination on a scheduled quarterly cycle. The Housing Inspectors and Pest Control Specialist will take measures to assure that residents receive handouts and literature describing the rodent poisons used and the antidotes.

B. Painting. Scheduled painting of dwelling and non-dwelling facilities is essential in maintaining a good appearance and protection of structures from deterioration and structural damage.

1. Exteriors
 - a. Building exteriors will be pressure washed annually and prior to painting.
 - b. Exterior painting will be accomplished on a **five-year cycle**.
 - c. Scheduling of exterior painting is the responsibility of the maintenance department and is programmed to accomplish the painting of approximately one-fifth of the total inventory each year. This task will be coordinated with the Maintenance Department.
 - d. Included in the above inventory are all appendage facilities within each development. These include the management/maintenance buildings, recreation buildings, benches and identification signs.
 - e. Painting will be accomplished between cycles if necessary due to fire damage or other unavoidable circumstances.
2. Interiors
 - a. The interior of dwelling units shall be painted at intervals no longer than five years for all units. This task will be coordinated with the Maintenance Department.
 - b. The condition of the interior paint finish of each unit will be inspected when vacated and a unit will be re-painted as necessary prior to occupancy.
 - c. The interior of occupied units will be painted according to the cycle

painting standard or as soon as feasible. The Maintenance Department will determine which occupied units have not been painted within the standard period and schedule them for painting as availability of staff permits.

Residents will be **encouraged** to paint the interior of their units. The RHA will provide paint, brushes and training to residents who have not had the interior of their units painted within the last five years. The RHA will maintain a RHA wide waiting list for paint and brushes and will approve residents on a first come, first serve basis. Before residents are approved for issuance of paint, their unit must be approved for good housekeeping and cleanliness. The Maintenance Superintendent will check the unit and provide paint needed.

C. Lawn Care and Landscaping. To provide an attractive appearance for it's residents and the general public, the Housing authority will keep administrative, office lawns and common landscaping areas cut/trimmed during the growing season.

1. Planning

- a. By April 1st of each year, the Maintenance Superintendent will prepare a schedule of all activities by development, i.e. frequency of grass cutting, hedge cutting, tree/lawn trimming, flower bed preparation, etc.
- b. By April 15th of each year, the Maintenance Superintendent will make certain that supplies are stocked and equipment operational.

2. Lawns

- a. Damage. In early Spring, the **Grounds Keeping Staff** will clear debris (tree limbs, large rocks, etc.) from each lawn area and report excessive lawn damage to the Maintenance Superintendent. Damage to trees, ornamental plants and shrubs will also be reported. The Maintenance Superintendent will inform the Office Staff of the location and nature of damage requiring the preparation of work orders. The Maintenance Superintendent will schedule corrective work and **assign work orders to the grounds keeping staff.** These activities will be coordinated with landscaping activities of the Modernization Department.
- b. Mowing. Via service contracts, lawns will be cut approximately every 10 days depending on the rate of growth. In the Spring, mowing may be required more frequently.
- c. Regulator. On a quarterly basis, a growth regulator will be applied to lawns and playing fields to help keep grass under control and minimize the need for cutting.

3. Landscaping

- a. Hedges and Shrubs. Ornamental plants should be trimmed on a regular basis. No plants should touch the foundation of any building. They should be clear of any stair or building. The height and width of any hedge depends on their location and purpose. (i.e. whether they are decorative or serve as a buffer to street traffic).
- b. Trees. All dead or broken limbs should be cut clean near the trunk of the tree. No tree limb should touch any building or roof.
- c. Flower Beds. Beds will be cleared of debris and weeded on a regular schedule. A bed of mulch, tree bark or stone will be placed to avoid

excessive weed infiltration.

- d. Weed Retardant. Where necessary, weed retardant should be administered to those areas that are not conducive to the growth of vegetation. (i.e. cracks in the pathways, along foundations, fence areas, etc.)
- e. Edging. Where possible, lawns and walkways should be edged to present a neat, attractive appearance and enhance the curb appeal of the RHA properties.

D. Vehicle and Equipment Maintenance. This includes scheduled inspections of Authority vehicles/equipment to minimize breakdowns and downtime, as well as to ensure the safety of operators/occupants of vehicles and equipment.

1. **Scheduled Maintenance**

Daily - Odometer check, visual check and check all fluids.

Weekly - Check and clean the inside and outside of vehicles.

Every 3,000 miles or 3 months - Oil/filter change and chassis lubrication.

Semi-Annually - Brake inspection.

Annually - State inspection.

Annually (or as required by vehicle maintenance manual) - Minor tune-up.

The Maintenance Superintendent will maintain a log showing when scheduled maintenance (last 4 items above) is due and when accomplished on each vehicle. Also, other major repairs performed.

- 2. The Maintenance Superintendent is responsible for ensuring that the condition of vehicles are monitored and that scheduled maintenance is performed. The Authority **contracts** with fleet-service vendors for the completion of oil changes, lubrication, tune-ups or other repairs and maintenance. The Maintenance Staff performs only the daily and weekly checks noted above.
- 3. When replacement of vehicles is necessary, the Maintenance Superintendent shall submit a request for replacement and include a justification for disposition. As soon as the budget is approved, an orderly procurement program will be implemented. The procurement of new vehicles will be coordinated by the Executive Director.

E. Janitorial/Grounds Service. Buildings and general grounds will be maintained in a manner that will provide a clean and pleasant environment for residents and enhance the public image of the Rensselaer Housing Authority. This effort will include the following tasks:

1. **Sweeping of Public Areas**

All public corridors will be broom swept **daily**. Whenever possible, this operation will be performed in the mornings when resident traffic is the lightest. During the sweeping operation, all defaced halls and floor stains will be noted by the worker so that he can return after sweeping to clean as required. During the sweeping operation, check light bulbs, burned-out or broken bulbs will be replaced. When broken bulbs are found, remove fragments by inserting into the socket a wooden or hard rubber wedge, or appropriate tool, and turning it counterclockwise. This task will be carried out **daily**.

2. **Mopping of Corridors and Lobbies**

The following types of grounds policing will be performed **daily**.

a. **Policing of Landscaping Areas**

Policing of landscaping areas will be performed by a worker equipped

with

shoulder bag and metal tipped spear. **The worker will wear gloves for protection when removing trash from the spear.** Paper, small cardboard cartons and miscellaneous trash will be speared. It will then be deposited in the shoulder-slung canvas bag.

Litter, such as cigarette butts or matches which are too small to be speared, will be swept up by means of push broom, bushel basket, and/or wheelbarrow for removal. Use a square-faced shovel for picking up the debris. Large pieces of paper and miscellaneous trash, too large for the bag or basket, will be deposited in the nearest waste basket or dumpster.

b. **Policing of Walks, Roads, Playgrounds, Parking Areas, Etc.**

Broom sweep paved surfaces where cars, benches and play equipment is prevalent.

F. **Protective Equipment.** This includes equipment that provides for the safety and protection of residents and employees. This equipment will be inspected and tested in accordance with the following schedule:

1. **Fire Alarms**

- a. Test the fire alarm system quarterly and conduct fire drills with residents and employees at least 2 times a year.
- b. Inspect call boxes and equipment for vandalism monthly.

The Housing Authority **will contract out** for specialized services needed to properly maintain above equipment.

2. **Fire Extinguishers**

- a. Inspect semi-annually and note in Work Order Log, to ensure mechanical stability and use status.
- b. Annual service to extinguishers by contract vendor.
- c. With the exception of small, disposable extinguishers, hydrostatically test cylinders every 5 years.

3. **Smoke Detectors**

Inspect and test **each** detector during **every** Preventive Maintenance or annual HQS Inspection, or during any work order issued to that unit, regardless of location - whether battery powered or hard-wired.

All tests, inspections and corrective measures taken by the assigned Maintenance Staff must be thoroughly documented in accordance with the RHA risk management policy.

General Process

Like preventive maintenance, all scheduled routine maintenance work performed daily, weekly, monthly, quarterly and annually will be covered by a work order. All such work orders are prepared by the Office Staff and distributed to appropriate Maintenance Staff by the Maintenance Superintendent. The Office Staff tracks and monitors orders from inception to completion of work and retains documentation of work performed in accordance with HUD

document retention requirements.

The next section discusses the process for evaluating the maintenance operation.

EVALUATION OF MAINTENANCE OPERATION

The maintenance operation must be continually monitored and evaluated to ensure that the workload is being accomplished effectively and efficiently and in accordance with performance standards established for the various work priorities. This section of the Authority's maintenance plan provides a process for developing, reporting as well as assessing information on overall productivity and that of individual employees and quality of work performed.

PRODUCTIVITY

The work order system will be the basic source for developing overall productivity and that of individual staff members. The **Unit Turnaround Log** will provide productivity on preparation and re-occupancy of vacant units. This information will be used by the Office Staff to prepare the following reports:

The **Work Order Log** will include the following information and will be included on the PHMAP Certification:

- a. Total number of work orders completed and not completed during the month.
- b. A breakdown of total work orders by priority code - emergency, urgent and routine.
- c. A breakdown of total work orders by source of generation - resident requests, annual preventive maintenance inspections, move-out inspections, etc.
- d. A breakdown by major work categories - plumbing, carpentry, electrical, painting, other.
- e. Average time to complete emergency, urgent and routine work orders.
- f. Total cost of materials used during the month.
- g. Number of work orders completed by each staff member, average time taken to complete each order and average number of orders completed daily.

B. Unit Turnaround

1. **Vacancy Log** - This report will be updated at each vacancy by the Tenant Relations Clerk and will include the following information:
 - a. Total number of units that were vacated and total that were prepared for re-occupancy.
 - b. Average time taken by maintenance to prepare units for re-occupancy.
 - c. Average cumulative time taken by maintenance and housing management to make ready and re-rent vacant units. This information will be used in completing and supporting the PHMAP Certification submitted to HUD annually.
2. **Annual Unit Vacancy Log.** This report will be prepared at the end of **December** and will be a cumulative report that summarizes annual turnaround.

All of the above reports will be forwarded to the Executive Director for presentation to the RHA Board of Commissioners.

- C. Preventive Maintenance Inspections.** The Maintenance Superintendent will maintain a Preventive Maintenance Inspections Report that provides cumulative information on scheduled and completed systems inspections. Entries will be made to the report at the end of each month. This report will be used to support PHMAP Certification submitted to HUD annually. *See Attachment “F-1” for sample of this report.*

QUALITY OF WORK

The Maintenance is responsible for ensuring the adequacy of the quality of the work performed by the Maintenance Staff. The Maintenance will accomplish this task in the following manner:

A. Test Checks

The Maintenance Superintendent will test check work performed on 5 percent of work orders. Work orders will be selected randomly and work physically observed as soon as possible after completion of work.

These checks will be documented on an appropriate form that shows work order number, name of employee, date and nature of work performed, name of inspector, date work checked and level of performance assigned to effort. *See Attachment “G” for sample of Quality Control Inspection Sheet.* The individual quality checks will be listed in a **Record of Quality Test Checks** which will be used to summarize results of test checks quarterly and annually. Results will be proved to the Executive Director. *See Attachment “G-1” for sample of Record of Quality Test Checks.*

B. Work Order Call-Backs

The Maintenance Superintendent will maintain a record of call-backs on work orders performed by employees. The Maintenance Superintendent will follow-up on call-backs to determine and document the reason for these.

OPERATION RESULTS

A. Production

The above information on productivity will show total output and will be used by maintenance and Management to determine whether the Rensselaer Housing Authority is meeting designated performance standards for emergency, urgent and routine work orders as well as turnaround of vacant units. Productivity information will also show the following:

- Sources that are generating the workload (residents, inspections, etc.)
- The extent of each category of work, plumbing, carpentry, etc.
- Productivity of individual employees.
- Costs of materials used in accomplishing work.

The productivity data will be evaluated by the Maintenance Superintendent and Executive Director to determine the following:

- Whether changes are needed in staffing such as additional/deletion of personnel or realignment of existing staff.
- Need for additional training of staff in specific trade areas.
- The trend in cost of materials and the reasonableness of overall costs.

B. Quality of Work

The information developed on quality of work performed by the maintenance staff will be evaluated by the Maintenance Superintendent to determine the following:

- Categories of work where inadequate quality of work is more prevalent.
- Reasons for poor quality performance by maintenance personnel.
- Additional training needed by Maintenance personnel to improve quality of performance to an acceptable level.

ADDITIONAL MAINTENANCE REQUIREMENTS

This section of the plan discusses other maintenance areas that must be addressed to make the overall operation successful. These are employee training, supervision and evaluation of staff, tool and equipment requirements, transportation needs and safety requirements.

A. EMPLOYEE TRAINING

A goal of the Rensselaer Housing Authority is to have a qualified and well-trained maintenance work force so they can perform their work in an effective and efficient manner.

The following types of training will be provided to maintenance employees:

1. **Classroom training** which consists of scheduled formal classroom instruction provided by a qualified instructor, association or contractor.
2. **On-the-job-training (OJT)** which consists of skills instruction at job sites with a qualified overseeing the work.

The above types of training will be provided in the following manner:

In-House Training

The Maintenance Superintendent and the Executive Director will periodically review employee training needs. When a new piece of equipment is purchased (i.e. new stove, refrigerator, etc.) That the maintenance staff is unfamiliar with, a training session will be prepared and scheduled for appropriate staff members. Other in-house staff training will be provide on an as needed basis. It will include:

- annual refresher training
- orientation training (new personnel)
- review of RHA policies and procedures

Training by Contractors

The Maintenance Superintendent may, if the need arises, contract with private agencies for outside training services. This method of training may include trade schools, manufacturing representatives, etc. This method of training must be approved by the Executive Director.

Handbooks, Training Manuals and Brochures

The Maintenance Superintendent will keep all maintenance related handbooks, training manuals, brochures and literature in an accessible location for use by the Maintenance Staff.

Reporting

The Maintenance Superintendent or Maintenance Mechanic, will submit all in-house training to the Office Staff for recording in the training log. The following information should be submitted:

- name of individuals attending
- number of hours in training
- copies of training materials or agenda
- awards/certifications (Maintenance Department should retain copies)

B. STAFF EVALUATIONS

Evaluations of employees' work performance will be made for all full-time personnel in accordance with policies and procedures in Rensselaer Housing Authority's **employee performance evaluation system**. This will include the following:

- The Maintenance Superintendent job performance will be evaluated by the Executive Director.
- The Maintenance Superintendent will evaluate job performance of the remainder of the Maintenance Staff. The Maintenance Superintendent will use information on employee productivity and quality of work developed under the previous section to accomplish this task.

C. TOOLS AND EQUIPMENT

To maintain the dwelling units and support facilities in an adequate condition, Maintenance Personnel must have adequate tools and equipment to perform all required tasks. The Maintenance Department has a listing of the type of tools and equipment that the Housing Authority will provide personnel. It includes:

1. Hand tools and check-out tools
2. Maintenance shop equipment
3. Grounds equipment
4. Cleaning equipment
5. Plasters and painters equipment
6. Heating and refrigeration tools and equipment
7. Plumbing equipment
8. Carpenter equipment
9. Vacancy prep equipment
10. Maintenance mechanic equipment

The Maintenance mechanics will be provided with a set of tools and equipment (Item 10 above) required to perform the tasks included in their job description. Requirements concerning tools and equipment are as follows:

1. **Broken and Unserviceable Tools.** Broken and unserviceable tools will be replaced by the Authority at no cost. **Lost tools will be replaced by the**

Authority and charged to the appropriate employee.

2. **Quarterly Inspection.** The Maintenance Superintendent and/or Inventory Control Specialist will conduct an inspection of all tools as well as tool boxes on a quarterly basis to insure that each employee has all equipment available and serviceable.
3. **Small hand Power Tools.** Small hand power tools will be maintained under lock and key, then signed out by the Superintendent or his designee to individual employees on an as need basis. Power tools will be accounted for at the end of each working days.
4. **Large Power Equipment.** Large power equipment will be serviced and maintained in working orders at all times. No equipment will be put up at the end of the day without having been **serviced, cleaned and made ready for use.** Each large power equipment item will have one assigned primary operator who will be responsible for its overall care and upkeep.

D. TRANSPORTATION

The Authority will provide vehicles for its maintenance personnel to carry out their duties and the Authority will provide for maintenance of those vehicles.

Each vehicle will be assigned a primary driver who will be responsible for performing daily preventive maintenance on their vehicle. Drive of the RHA vehicles will have a valid, current New York Drivers License and be insurable in order to drive a Housing Authority vehicle. Housing Authority trucks will be equipped with lifts and tool boxes whenever possible.

E. SAFETY REQUIREMENTS

As part of it's safety program, the Housing Authority will provide maintenance personnel periodic training in proper, safe use of tools and equipment, the use of cleaning fluids and pest/rodent extermination substances. The following are safety measures that maintenance employees should follow:

1. All authorized drivers and passengers **must wear seat belts** when in Authority vehicles.
2. All maintenance personnel required to lift heavy items **must wear Authority provided back support belts.**
3. All maintenance personnel using welding, grinding, clipping and other equipment which requires safety goggles must wear goggles while performing tasks.
4. All ladders, man lifts and other mobile equipment must be fastened blocked or secured before use.
5. All maintenance personnel shall follow safety instructions, manuals and/or programs for use of equipment or services at the RHA.

SPECIAL NOTES

1. Immediately report all hazardous situations to Maintenance Superintendent. Examples: exposed electrical wires, gas smells, etc.
2. Keep entrance doors locked when working in a unit. (No chains on doors and no visitors).
3. Always wear rubber gloves and goggles when working with strong chemicals. Wear rubber boots and gloves when cleaning units.
4. Wear your uniform during working hours.
5. Keep materials such as steel wool, cleansers, soap powders, etc. in a dry place away from water.
6. Remove contact paper by using slow, steady pulls with hands as close to wall surface as possible. Remove all paper before spraying room with soap solution. Note: Contact paper may also be removed with decal/gasket spray - Ensure Adequate Ventilation. Wall paper can be removed by using a solution of Downy Fabric Softener and warm water; spray lightly on paper and let sit for ten (10) minutes.
7. Fire damage: When walls, ceilings and wood work cannot be cleaned with sponges and soap, use CLEANSER and steel wool. Remove all soot from walls so that paint will adhere. Note: Remove all steel wool hairs prior to painting, they will rust through the paint. Do not clean paint and paint supplies outside of the unit.
8. Remove trash, pour dirty/used water into toilet. Do not pour dirty/used water outside of unit.
9. When floors require stripping, use a stripper solution and buffer with a stripping pad.
10. Replace any window boards taken down. Rehang all shades and pull down to give unit an occupied appearance.

ATTACHMENT C